



JOB DESCRIPTION AND PERSON SPECIFICATION

ASSISTANT PRINCIPAL ACADEMIC

Starting Date: August 2020

Introduction

Shanghai Concord Bilingual School (SCBS) is the first bilingual private school in the Huangpu District. The school enjoys the full support of the Party Committee and the Huangpu District Government and adheres to the educational policies stipulated by the Huangpu District Education Bureau, but within an internationalised context.

The school is located in the Huangpu District in the heart of Shanghai, in one of the most thriving, international and cultural areas of the city. It is our intention to provide an outstanding education for both local and international students, preparing them to be the leaders of tomorrow, confident and honest, socially engaged and creative.

There is a strong and proud association with Concord College UK and SCBS intends to emulate its longstanding tradition in holistic education. Concord alumni have gained entrance to the finest universities around the world including Oxford, Cambridge, Imperial College and London School of Economics. SCBS mirrors the educational beliefs and practices of Concord College UK and is aiming to obtain similar outstanding results. It also embraces its core values of harmony, trust and decency and is building these values into the work and life of the school.

All academic staff are expected to teach to the highest professional standards and support and uphold the ethos, aims and objectives of the School. Teachers at SCBS are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest qualities. Staff are to be in sympathy with the ethos of the School, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the School.

The Role

Assistant Principal Academic reports to the Executive Principal.

The post would suit an ambitious senior leader. You should be a highly visible and proactive source of inspiration, committed to cultivating the learning environment or your students. You should be a strong communicator with proven strengths in inspiring, engaging and motivating staff at all levels.

We seek an outstanding and imaginative academic leader who will foster and advance the distinctive opportunity to shape the role, and to influence the academic life of the school. He or she will report to the Executive Principal to lead and inspire the exceptional educational programme, which culminates in the A Levels.

The Assistant Principal Academic's priority will be to build on the A Level success of the school, advancing our delivery of the programme. The Assistant Principal Academic will lead and oversee the review of curriculum, structure of the day and week, timetabling and academic operations.

It is anticipated that the post holder will remain some classroom teaching, approximately 8 hours per week.

Main duties and responsibilities include:

The Assistant Principal Academic will:

- Be responsible to the Executive Principal;
- to set high the highest standards of creative academic rigour within the School and to model behaviours that encourage this to staff and students alike.
- to take responsibility for the oversight, delivery and review of policies that support academic rigour. (e. g. Curriculum Policy, Marking Policy, Assessment Policy, Reporting Policy)
- to present on academic matters to students, staff, parents and members of the Board with authority and conviction.
- to take responsibility for academic management within the School
- to direct the use of detailed academic data to inform learning within the School
- to ensure that Special Educational Needs are met within the School.
- to keep up to date with developments in the education world and report to the Principal on their possible impact on the School.

The successful candidate will lead and be responsible for the academic experience of our students, and be a key member of the senior leadership team, contributing more broadly to school strategy. A creative and open-minded approach to the curriculum and co-curriculum is essential, as is the practical wherewithal to develop structures and processes to deliver the educational vision.

He or she will be responsible for the leadership and success of the academic programme, overseeing:

- Curriculum
- Quality of teaching and learning
- Academic performance
- Annual departmental reviews
- Heads of Department
- Academic budgets for all departments
- Internal and public exams
- Assessment, tracking, reports and grades
- Subject choices and information evenings
- Academic publications and curriculum booklets (alongside side the Director of English and Communication)
- Library
- Learning Support
- Digital learning

The post holder will keep abreast of the national education scene.

Qualifications and Requirements:

- An outstanding academic record, including a very good bachelor's degree
- Qualified Teacher Status (QTS) is desirable, not essential
- A strong track record as a teacher, manager and leader
- Someone who will model the positive values of the School at all times
- Capable of building trust within teams and within the academic community as a whole
- Excellent communication, written and oral
- Diplomacy, open-mindedness
- The ability to think strategically and to contribute towards the school's development
- Strong organisational and administrative capacity and an eye for detail
- Understanding of the role in the context of safeguarding children
- Understanding of the requirements of Equality and Diversity