

*Appointment of*

**HEAD OF PRIMARY SCHOOL**

**Candidate Pack**



**DULWICH COLLEGE**

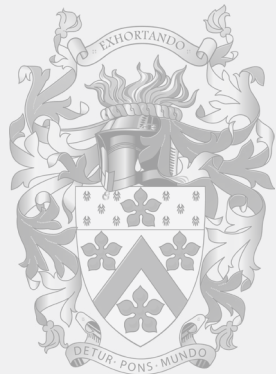
| SHANGHAI PUXI |

上海德威外籍人员子女学校（浦西）



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## Would you like to:

- Lead the Primary School of one of Asia's most successful and innovative schools?
- Live in one of the world's greatest cosmopolitan cities?
- Participate in development that combines world class innovative curriculum design, with academic excellence, holistic growth and unique pathways for all students?
- Connect with 400 years of premium education through Dulwich College London (founding school) and a network of pioneering international schools through our overall group 'Education in Motion' (EIM) that includes other Dulwich schools, the Green Schools and more?
- Engage in award winning Professional Development and a culture of promoting positive wellbeing and sustainability throughout the school community.
- Experience the support of a close staff community who all enjoy learning and supporting each other?
- Enjoy the smile, hard work and care of some of the most diligent and positive students you could wish to meet every day?

**... Welcome to Dulwich College Shanghai Puxi and the city of Shanghai, China.  
We look forward to receiving your application**



# THE ROLE

## HEAD OF PRIMARY SCHOOL

### Position Profile

An experienced and enthusiastic Head of Primary School is required to help an already thriving school to realise its aim of achieving excellence in all areas of school life. The successful candidate will have a proven track record of accomplished senior leadership and of creating an environment for holistic development across the curriculum, campus and community. The candidate will have a strong commitment to the pastoral welfare and academic success of young people as they become global citizens. They should have the ability to effectively engage parents and other key stakeholders in the wider school community. The Head of Primary School reports to the Head of College.

### School Leadership

- Provide leadership for the day-to-day running of the Primary School, ensuring that this is in line with the College's educational philosophy.
- Ensure that students are provided with a caring, appropriately challenging and inspiring learning environment.
- Represent Primary School on the College Leadership Team.
- Exercise primary responsibility for all matters relating to the students and staff in Primary School.
- Ensure that safeguarding, health and safety, and all other College policies are known, understood and embedded into practice.
- Provide both stability and positive momentum during a time of change management.

### Finance

- In liaison with the Head of College and Director of Business Administration:
- Manage the budget for Primary School.
- Manage the ordering of resources and equipment.
- Support the Admissions and Marketing Team in the promotion of Primary School.
- Oversee the admissions process for prospective students into Primary School and for their transfer to other schools and colleges.
- Provide information for prospective families applying to Dulwich College Shanghai Puxi.
- Maintain positive links and effectively promote the school within the local and international community.
- Support the Admissions, Marketing and Communications team in focusing on student retention and recruitment

### Learning and Teaching

- Lead the planning, monitoring and evaluation of the primary school curriculum with a focus on developing a whole school conceptual framework.
- Maintain effective planning, assessment and record keeping throughout the school.
- Encourage a strong sense of teamwork amongst Primary School staff.
- Recruit and maintain quality staff who are well qualified to provide an excellent level of student learning in their allocated posts.
- Provide an inspiring range of professional learning opportunities for the staff in co-operation with the College Professional Learning Co-coordinator and be committed to your own professional learning.
- Liaise with the Head of Senior School to ensure the effective transition of students between the two schools.

### Pastoral Care

- Co-ordinate overall responsibility for the pastoral care of all students in Primary School.
- Maintain effective relationships with the parents in regards to their children's progress at school.
- Ensure that appropriate guidance programmes are in place to offer students support as they transition to Senior School education programmes.
- Oversee the awards and House system for Primary School students.

# THE PERSON

THE SUCCESSFUL CANDIDATE WILL BE AN INSPIRATIONAL AND INNOVATIVE LEADER WHO CAN SECURE THE FULL ENGAGEMENT OF STAFF AND ALL OTHER STAKEHOLDERS IN THE DELIVERY OF THE SCHOOL'S STRATEGIC AIMS. HE OR SHE WILL HAVE THE FOLLOWING KEY SKILLS, EXPERIENCE AND ATTRIBUTES

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## Qualifications and Experience

- Tertiary degree from a well-respected University, with management and leadership qualification an advantage.
- In-depth understanding of education in the early years and primary years and modern curriculum developments.
- Experience of promoting excellence and innovation in learning and teaching to ensure both academic progress and the creative, physical and social development of the pupils.
- Demonstrable experience of engaging and building relationships with key internal and external stakeholders.
- Experience in developing, implementing and monitoring strategic plans in support of the mission of a school or other educational institution.
- Substantial successful experience of resource management; financial, human and physical.
- Experience across the full range of staff management processes e.g. recruitment, development, retention, performance management and dismissal.
- Experience of leadership and management of staff, and developing an open and supportive working environment.
- Experience of accrediting bodies like CIS, WASC, IBO for school review and development.

## Leadership Capabilities

- Ability to translate an ambitious vision into meaningful specific plans and objectives, and gain commitment from the staff community.
- Excellent communication skills (both written and verbal).
- Excellent problem-solving skills, including evidence of having dealt successfully with a range of challenges.
- Excellent financial and resource planning skills.
- Good project management skills.
- Ability to work with conflicting demands and timescales.
- Ability to delegate effectively.
- Experience and insight into effective Admissions, Marketing and Communication strategies
- Strong safeguarding and pastoral experience
- Experience in leading whole school education technology projects an advantage
- Data literate and driven - able to use data to inform student progress, celebration, impact and needs.
- Ability to manage change effectively, especially with the merger of DUCKS (Nursery - Year 2) and Junior School (Year 3-6) into one overall Primary School.

## Personal Attributes

- Strong team player as well as leader, including the ability to contribute to a strong College Leadership Team.
- Able to act as ambassador and professional advocate for the whole school, with strong personal credibility and the capacity to build relationships with a diverse range of stakeholders including students, parents, community, alumni, school bodies and external agencies.
- Culturally aware and sensitive to multiple nationalities, and the way in which different cultures can interact.
- An active listener of students, parents and staff, who takes the time to address their needs.

# BENEFITS AND PACKAGE

- A salary package, commensurate with the responsibility of the post and the excellent stature of the school, will be offered. This will be reviewed annually.
- Accommodation will be provided near to the school campus base on family size.
- Worldwide medical insurance for the whole family
- 100% tuition fee waived for up to 2 children from Reception age upwards, if applicable
- Gratuity/longevity award
- Annual airfare allowance for the whole family
- Shipping allowance
- Award winning Professional Development
- Personal coach
- School meals included
- Entry visa and work permit for the candidate and eligible dependent children and spouse



# INTRODUCTION TO DULWICH COLLEGE SHANGHAI PUXI

DULWICH COLLEGE SHANGHAI PUXI OPENED IN 2016 AND IS RECOGNISED AS THE LEADING INTERNATIONAL SCHOOL IN THE REGION. OUR COLLEGE IS A CO-EDUCATIONAL DAY SCHOOL FOR STUDENTS FROM AGE 2 TO 18.

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Since opening in 2016, Dulwich College Shanghai Puxi has established itself as an award-winning school recognised for the quality of its provision and its commitment to global citizenship. We are a small and close-knit community of 400 students (and growing) offering big school opportunities for both our students and staff. In particular, we offer an enriching professional experience, underpinned by a comprehensive professional learning programme, a collaborative culture and a highly supportive community.

Known for our warm welcome and positive relationships, we live by our College values:

**Aim high and work hard together**  
**Be kind and respectful together**  
**Make a difference together**

This creates an environment in which students flourish and succeed, We aspire to be luminary and are restless about building upon our initial success to create a sustainable high-performance culture.

We are looking for educators who align with our values and are motivated by both the challenges and rewards of working in an aspirational setting.

Dulwich College Shanghai is academically selective and follows an enhanced British and international curriculum, adapted for the needs of our international student body.

Across Primary School there is an inquiry enhanced British Curriculum. Students in Years 10 and 11 follow the IGCSE curriculum and the IB Diploma Programme (IBDP) or A-level in Years 12 and 13. The majority of our graduates go on to the top 100 universities in the world.

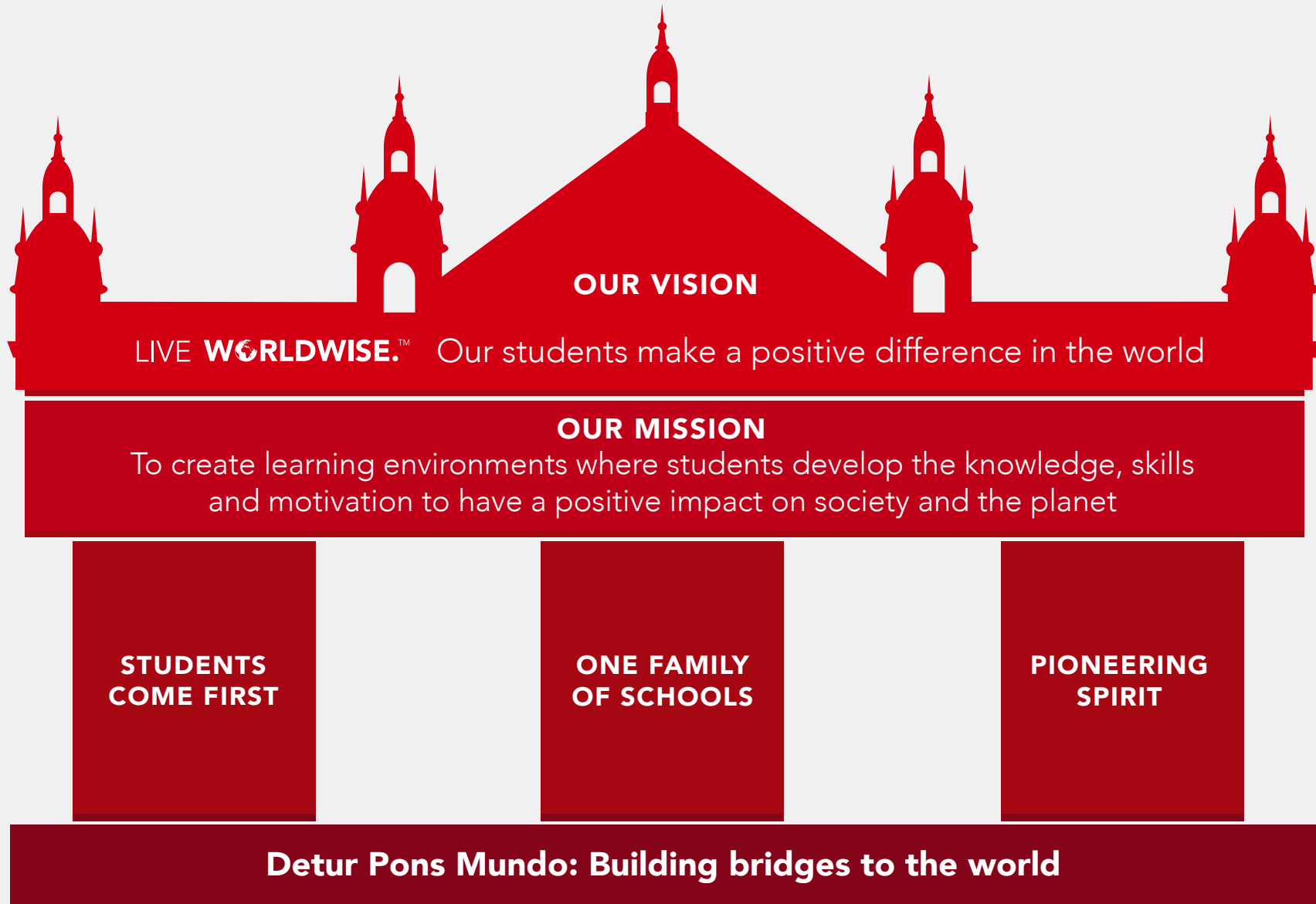
The primary teaching language is English, with a dual language approach in Mandarin and English in the early years (ages 2 to 7). To ensure our students will thrive, we assess the level of English of non-native speakers before an admissions decision is made. Our Mandarin programme is streamed and caters to all abilities. In addition, we understand that language and culture are integral to the identity of our students. We ensure that our learning environments are inclusive, honouring the diverse language backgrounds of all of our students.

Our academic curriculum is complemented by rich co-curricular programmes. We prioritise holistic education and academic excellence, tradition & innovation, sustainability, and community.

The close collaboration among our Colleges and with the founding school, Dulwich College in London, gives our students and staff unique opportunities to participate in network events and benefit from the group's relationships with leading educational and artistic organisations. Sustainability is one of our core values, cemented by the wonderful holistic opportunities in the community and across the group, be it Green School Bali, HIF school in Switzerland and much more. Cultivating a 'pioneering spirit' that enables our students to be effective global citizens across the community and passionate lifelong learners is why we are pioneering programs like the IBCP and developing bespoke inquiry programs. We are a growth mindset organisation which prides itself on investing in award winning professional development and care for our staff and students, which is why our pastoral programs were shortlisted in the top three best pastoral program awards recently. Dulwich College Shanghai Puxi is a place where we foster passion, compassion and perseverance across the community.

# OUR VISION AND MISSION

WHAT DRIVES US



# OUR COLLEGE VALUES

HOW WE LEARN AND WORK TOGETHER

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**Aim High Together**



**Work Hard Together**



**Be Kind & Respectful Together**




**Make a Difference Together**

# OUR GLOBAL CITIZENSHIP COMPETENCIES

THE STATEMENTS THAT GUIDE US





I am equipped with the knowledge, skills and motivation to follow my chosen path successfully.

I am proud of my communities and know they are part of my identity.

I know who I am and understand this can change as I learn and grow.

I can make a difference.

I like who I am.

I identify as a global citizen.

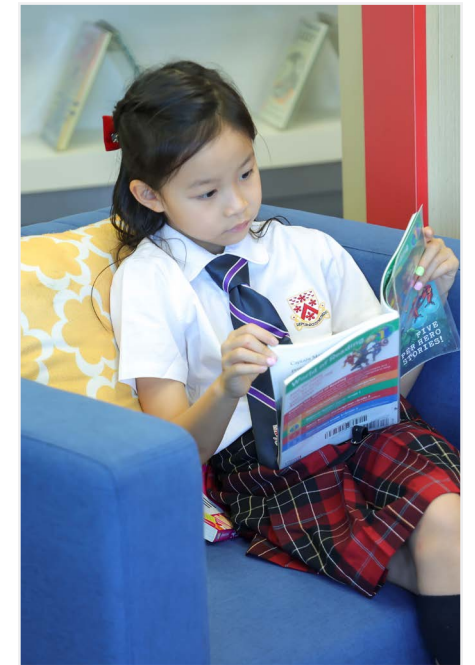
I have the courage to make my own decisions.

I discover the ways in which I can play a positive role in my community.

# STUDENTS COME FIRST

At Dulwich College Shanghai Puxi, students come first. And because teachers play an extraordinary role in nurturing our students to become confident, curious and knowledgeable global citizens, EiM teachers are at the heart of everything we do and every decision we take. Whether it is in the on-campus or online environment, all our learning experiences are designed with the needs, talents and capabilities of our students as the focus. We believe that children should be respected and their views should be heard. Helping students cultivate their own voice and choice in the way they learn, and enabling them to become mature learners who can take ownership of their learning, is a big part of life at Dulwich. This is Student Agency and it is critical for academic success and university life.

The College provides a safe, secure and stimulating environment and believes in educating the whole child. Children gain knowledge and understanding of the world by questioning and actively solving problems and working collaboratively together. Awareness of the natural world and its resources is important as children learn to live their lives honestly with a spirit of respect for themselves and others. The College challenges each child to be the best they can be and supports them in developing a lifelong love of learning.





# LIFELONG LEARNING AND PROFESSIONAL DEVELOPMENT

LIFELONG LEARNING TRANSFORMS STUDENTS AND INSPIRES EIM STAFF TO BE THEIR BEST

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We treasure the transformative impact that a teacher can have on a student's confidence and achievements. The lifelong love of learning that a teacher can unlock in a young person starting out in the world whether in a single moment, or over the course of an academic year and beyond.

When you value education, learning never ends. So, we understand how important it is to unlock learning and development opportunities for our employees too. We know that by inspiring and motivating our own talent, we'll create the conditions for our teachers to bring their best to their students, for our broader staff to play their part in helping our teachers shine, and we'll make Dulwich College Shanghai Puxi a rewarding place to work, for every person. That's why we operate an industry-leading professional learning programme that is embedded in the way we think, the way we live and how we keep students at the heart of our decisions.

**Accelerate** - Each year, over 50 teachers and support staff from our family of schools take part in the Accelerate programme, which helps middle leaders progress toward leadership roles, build relationships across the group, and solve real life challenges that their school is facing. The 12 month programme includes evidence informed formal training, action research and hands on learning. 93% of staff who have completed Accelerate say that it will benefit their personal development. A Chinese version of the programme, Jingling, is also offered.

**Leadership coaching** - All of our staff at Head of School or equivalent level are offered one to one coaching with a professional external coach, to help them develop and refine their leadership skills and continue progressing in their careers. This is an example of our commitment to wellbeing and embedding a culture of support and growth.

**Aspire** - The Aspiring Heads/Deputy Directors' course is a bespoke EIM strategic leadership course for our senior leaders. This year-long course immerses participants in a year-long exploration of strategic leadership. The course has a mix of theoretical underpinnings combined with practical examples and action to support our leaders as they move towards headship and beyond.



# GLOBAL CITIZENSHIP AND SUSTAINABILITY

OUR STUDENTS AND OUR STAFF ARE GLOBAL CITIZENS WHO WE EQUIP TO LIVE FULLY, RESPONSIBLY AND SUSTAINABLY

Whether located in your hometown or working overseas, becoming a Dulwich College Shanghai Puxi employee creates the opportunity to discover new cultures, consider new perspectives, and be part of colourful, energising experiences. It opens the door to a pioneering network that aims to make a positive impact on society and our planet through education.

By applying their understanding and outlook, Dulwich College Shanghai Puxi teachers and staff are empowered to nurture a generation of global citizens who will leave Dulwich College Shanghai Puxi equipped and inspired to make a positive difference in the world living fully, living responsibly and living sustainably. In fact, sustainability is not something that we simply teach or learn at Dulwich College Shanghai Puxi, it's something we live, a mindset that we weave into our schools and communities, and a core part of Dulwich College Shanghai Puxi's identity and values. We are the first of the Dulwich Schools in China to achieve Carbon offsetting certificate. Sustainability is one of our 4 development pillars.

**Curriculum** - Sustainability values are embedded into the curriculum to foster students' lifelong spirit of active citizenship, caring for people and the planet.

**Sustainability Commitments** - We have two practical and pioneering real world projects in ESG reporting and carbon mapping, which bring our community together to solve problems, create solutions and take action. With comprehensive environmental, social and governance targets, they span everything from design to energy management and reduction, waste reduction, nutrition and vehicle use. Our projects enable each individual take personal responsibility for their environmental impact, as well as create a collective positive impact across the EIM group.

**Green Educator Accreditation** - Leveraging the Green Schools' important role in the EIM family of schools, we offer all our staff the opportunity to complete the 10 week blended learning Green Educator course, which provides them with a certified and important perspective of the world and education through a sustainability lens.



# OUR FAMILY OF SCHOOLS, UNITED BY OUR PIONEERING SPIRIT

BEING PART OF A FAMILY OF SCHOOLS UNLOCKS WORLD CLASS RESOURCES AND  
AN INSPIRING NETWORK OF SUPPORT

Each student and each school is unique - but what unites our family of schools are the pioneering spirit we bring to education, our world-class campus facilities and resources, and the breadth and depth of expertise that the EiM network makes possible.

Whether you're working in the city where you grew up, or experiencing a different culture that may be thousands of miles from home, having a broader community with a strong and robust support system, a network of like-minded colleagues and industry-leading resources designed to foster professional and personal growth makes an immeasurable difference.

Our staff love to connect with peers across the EiM network of schools - sharing experiences, building knowledge and swapping ideas that help them become more efficient and effective. We're proud to support our teachers to build these

relationships, and we value the fresh thinking and new perspectives that they create.

**ConnectED** - Our dedicated professional learning hub, ConnectED, connects staff across EiM, enabling them to complete personalised programmes aligned with their needs, collaborate with and learn from their peers, and share their own professional development with their peers.

**Student Events** - We host large-scale events that bring together students and teachers from across our family of schools, giving teachers the opportunity to work with students from right across the group. The Dulwich Olympiad is a celebration of Sport, Drama, Music and Art, during which students and teachers work with actors from the Royal Shakespeare Company, musicians work with Oscar-winning composers, and the students' showcase their talents through competitions, performances and exhibitions.

# FLEXIBILITY, CHALLENGE AND REWARD TO EMPOWER EMPLOYEES TO THRIVE

WE OFFER FLEXIBILITY, CHALLENGE AND REWARD THAT EMPOWER EMPLOYEES TO THRIVE

We are proud to offer our staff the unique combination of flexibility, challenge and reward that they thrive on. Our teachers relish the opportunity to shape and adapt curriculum content to be well-rounded, relevant and inspiring for their students and their culture. They bring creativity to their classrooms. They innovate to foster new and better approaches to education.

As well as making the here and now more rewarding, these opportunities and connections help Dulwich College Shanghai Puxi employees progress further in their careers - both within our family of schools and beyond.

**Conceptual** - *Based Transferable Understanding*  
*In partnership with Julie Stern, we are building our teachers' knowledge of how to teach using conceptual-based learning methods that enable students to transfer their knowledge into new situations and apply it to new contexts. As a result of the hands-on partnership that gives direct, regular access to Julie and her team, our teachers are empowered to shape their classroom approaches in line with their students' needs and preferences.*

**Career Progression and Mobility** - *We are proud of employees who have achieved long-term career progression across our family of schools. For example, Miranda Norris has made a fantastic impact through her roles in Suzhou, Singapore and London, building her career to become to Head of School at Dulwich College London.*



# WELLBEING AND SUPPORT

WE TAKE ACTION TO ENCOURAGE AND PROTECT STUDENTS' AND  
EMPLOYEES' WELLBEING

Dulwich College Shanghai Puxi parents care deeply about their children's wellbeing. It's a top priority for us too - just as it's our priority to encourage and protect our own team's wellbeing. On top of a competitive remuneration and benefits package, which for teachers includes medical insurance, housing, flights and tuition, we run a buddy system for new expats to help with settling in, we offer cultural immersion training, and we have counsellors in all of our schools. We work hard to create and sustain a culture where each and every person can flourish. Practical, emotional and logistical support is on hand when it's needed.

**Access to Campus Facilities** - Staff have access to our schools' world-class facilities to help them maintain an active lifestyle and enjoy strong physical health.





# LIFE IN SHANGHAI

SHANGHAI, THE PEARL OF THE ORIENT

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Founded in 1291 as a small fishing village on the Yangtze River Delta, Shanghai has become China's most prosperous and cosmopolitan city, with an estimated population of over 24 million. The city spans both sides of the Huangpu River. Puxi, on the west side of the river, is filled with a fascinating array of old and new architecture, while Pudong, to the east, evolved from farm land to skyscrapers in the space of about a decade, starting in the mid-1990s.

Shanghai's history is unique in China. Puxi, with its tree-lined streets, art deco buildings and charming old villas, is filled with remnants of the European presence in the city, which dated from the mid-19th century and reached its zenith in the 1930s. Puxi also saw the founding of the Chinese Communist Party and was home to Dr. Sun Yat Sen and the Soong family. Pudong, across the Huangpu river, with its meteoric development, bears witness to the unparalleled economic growth that China has experienced in recent years. The people in Shanghai speak mandarin Chinese ("putonghua") as well as the local dialect, Shanghainese ("shanghaihua").

Street signs and maps are usually written in both English and Chinese characters, and a number of apps are available that provide information and directions in both languages.

The Shanghai metro is inexpensive, covers a huge portion of the city, and is very simple to use, with station signs, directions, and ticket machines in both Chinese and English.

The first thing you'll notice when you arrive in Shanghai is that it is not as you expected. Your initial thoughts, readings and advice given to you about China and Shanghai in particular are mainly ill advised. The city itself is amazing, the streetscape in the Former French Concession is amazing, the air quality is much better than you would have thought, blue skies are above, the level of English spoken is high and the quirky way things seem to get done is just fabulous.

*"Living in Shanghai is a wonderful experience. Whether it is culture, night life, music, sport or even just relaxation you are after, you will find it all here. I encourage you to explore, explore, explore! Work hard but enjoy your time in Shanghai at the weekend and during holidays. It is one of the best places in the world to live and I advise you to live it to the full. My favourite things to do are to go into the French Concession at the weekend and relax with a coffee in one of the many cafés, then take a lovely brunch at one of the amazing restaurants and unwind with happy hour drinks at a rooftop bar! There is so much to do that every weekend can be as different as you want it to be!"*



# EDUCATION IN MOTION

EDUCATION IN MOTION (EIM) ASPIRES TO BE THE GLOBAL LEADERS IN PIONEERING EDUCATION FOR A SUSTAINABLE FUTURE. ITS FAMILY OF MISSION-ALIGNED SCHOOLS IS COMMITTED TO CREATE MEANINGFUL CHANGE FOR OUR WORLD BY EMPOWERING COMMUNITIES THROUGH INNOVATIVE EDUCATION.

## OUR STORY

The EiM story began in 2003, with parents Fraser White and Karen Yung who began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai – the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to Live Worldwide.

## OUR VISION

We want to pioneer Worldwide education solutions that are innovative, creative and world-changing, with the goal of inspiring and empowering students with the passion, skills and opportunities to make a difference in the world.

To do this, we are committed to investing in and developing education brands with diverse focus areas, but a strong common commitment to the global sustainability agenda.

## OUR FAMILY OF EDUCATION BRANDS



**DULWICH COLLEGE**  
INTERNATIONAL



**DULWICH INTERNATIONAL**  
HIGH SCHOOL

德闳  
DEHONG



green school



**WO HUI**  
MANDARIN

**EiM** Ventures  
Education in Motion

# HOW TO APPLY

Applications should consist of:

- a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
- an up-to-date curriculum vitae;
- names and contact details of three referees (although referees will only be approached at the final stage of the process, and with your express permission).

Applicants can submit applications through our on-line application system at:

[Find Your Career | Dulwich College International](#)

For further information please see our website at <https://shanghai-puxi.dulwich.org/>

For further information about the role please contact Caroline, on [caroline@teacherhorizons.com](mailto:caroline@teacherhorizons.com)

*Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.*

*Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.*

*Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.*



**DULWICH COLLEGE | SHANGHAI PUXI |**  
上海德威外籍人员子女学校(浦西)