

# ISA International School- Science City

## Head of Boarding

### Information for Applicants

ISA International School- Science City (ISASC), will be a premium international K-12 day and boarding school servicing the diverse needs of families. We will be a school committed to outstanding learning opportunities, delivered in an international learning environment in China. This environment will ensure that access to curriculum and additional programmes is provided to all enrolled students and that these offerings are globally recognised, supporting international mobility. By fusing international and Chinese educational thinking, practices and traditions, ISASC will create a new model of high-quality education which prepares students for life-long learning, and a rich and self-fulfilling future.

In the ISASC community, our beliefs shape the way we function as a school. We expect all staff to have the following qualities:

- A clear passion for children and working with them
- A commitment to a child's education beyond the classroom
- Proactively integrating cultural diversity in the workplace
- Treating all members of our school community with respect, honesty and integrity

Learn more about us at [www.isagzsc.com](http://www.isagzsc.com)



## Job Description

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| Job Name   | Head of Boarding  |
| Position Type<br>Probation Period<br>Contract Period | Full Time<br>Three Months<br>Three Years  |
| Job Summary  | <p>This senior leadership position oversees the planning, launch and development of an outstanding Boarding House (G6-12), as one key division of ISA Science City. As a member of the Senior Leadership Team, the Head of Boarding will be an integral leader in the overall development of this leading international school, working closely with leaders across all functions.</p> <p>The Head of Boarding will oversee all elements of the programmes, policies, procedures, staffing and strategic development of a world-leading boarding school in the Chinese context.</p> <p>The ideal candidate will be a highly experienced education leader, with considerable Boarding School experience, and a demonstrated passion and eagerness for the start-up school context.</p>   |
| Main Accountabilities                                | <ul style="list-style-type: none"> <li>• Oversee the day-to-day operations of a highly effective, safe and enjoyable Boarding House</li> <li>• Operational elements include oversight of timetabling, curriculum development and delivery, facility management, and all additional programmes appropriate to a world-leading boarding school</li> <li>• Select, lead and manage the Boarding staff, ensuring that the School expectations of service and exceptional standards are delivered by every staff member in the Boarding House, every day</li> <li>• Providing on the job training and development, setting up realistic targets to enable staff to achieve objectives, providing support and evaluate staff performance</li> <li>• Ensuring effective allocation of resources and manpower</li> <li>• Working with the Head of School and Head of Finance, develop and manage the annual budget for the Boarding House</li> <li>• Take a hands-on approach to lead the way with regards the highest levels of communication and customer service, whilst also being actively involved in the broader programmes of the School</li> <li>• In partnership with the Head of School, refine the school strategic plan specifically for the Boarding House, to drive towards excellence through a clear pathway of agreed milestones</li> <li>• In partnership with the Senior Leadership Team, provide collaborative and engaged leadership beyond the Boarding House, to support the overall aspirations and development plans for ISA Science City</li> <li>• Setting and maintaining high standards of service throughout the school</li> </ul> |
| Reporting Relationship                               | <ul style="list-style-type: none"> <li>• Head of School</li> </ul>  |

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| Functional Relationships                        | <ul style="list-style-type: none"> <li>• Internal: Senior Leadership Team, Operations, Finance and Teaching Staff, Management Groups, Students and Parents</li> <li>• External: Partners, Associations, Education Organisations, Community Groups</li> </ul>  |
| Minimum Typical Education                       | <ul style="list-style-type: none"> <li>• Minimum Bachelor's degree from a reputable university, major in Education. Master's degree in Educational Leadership may be an advantage</li> </ul>  |
| Minimum Typical Experience                      | <ul style="list-style-type: none"> <li>• Minimum of 10 years' relevant working experience, preferably in an international education environment</li> <li>• Experience at a similar level of leadership, at a leading school, will be an advantage</li> <li>• Experience within an education start-up environment may be advantageous</li> </ul>   |
| Core Professional / Other Competencies required | <ul style="list-style-type: none"> <li>• High proficiency in spoken and written English</li> <li>• Independent and well-structured working style with a hands-on, can-do attitude</li> <li>• Service-oriented, ability to learn quickly and no stranger to fast pace of work</li> <li>• Good planning and organising skills</li> <li>• Excellent communication and interpersonal skills combined with team spirit, intercultural awareness and openness for an international environment in a Chinese landscape</li> <li>• Ability to work in a multi-cultural community</li> <li>• Proven ability to build strong working relationships</li> <li>• Ability to build trust, foster innovation, deliver high quality work</li> <li>• High level of integrity</li> <li>• A good sense of humour and able to maintain perspective during times of workplace intensity</li> </ul> |

### Salary and Conditions

Salary: Highly competitive, given the importance of this position. By negotiation

Travel required: 20%

Start date: Ideally April 2020, with latest commencement mid-July 2020. By negotiation

### Application Process

To apply, please submit the following:

- Cover letter, stating current and expected salary, notice period and earliest start date
- Current CV with recent photograph
- List of at least two professional referees within the past three years, providing current details (position, contact number and email address)

Email your application to [recruit@isagzsc.com](mailto:recruit@isagzsc.com)

Any enquiries may be directed to Head of School, Mr David Edwards ([david.edwards@isagzsc.com](mailto:david.edwards@isagzsc.com))

Closing date for applications: Monday, 16<sup>th</sup> December 2019

