



The King's School, Canterbury

Head of Prep-Prep / Kindergarten April 2019

The King's School, Canterbury (www.kings-school.co.uk), dates back to the year 597 though it acquired its name 'The King's School' in 1541 when the institution was re-founded under King Henry VIII. Today, it is a leading UK independent co-educational boarding and day school, situated in the heart of the historic Cathedral city of Canterbury in Kent, UK. The Senior School (educating pupils aged 13-18, 80% of whom are boarders) occupies various historic sites around the Cathedral. **The Junior King's School** (www.junior-kings.co.uk), with pupils aged 3-13, is located in a nearby rural setting.

Situated in the UNESCO World Heritage Sites of Canterbury Cathedral and St. Augustine's Abbey, the architecture of the Senior School reflects a respectful mix of old and new, ranging from the 13th Century Meister Omers House to the 21st Century New Grange. The Junior School also occupies an historic site, formerly a sixteenth century country mansion. This setting of both schools creates a community that is spiritually aware, historically informed and appreciative of aesthetic beauty.

King's provides an all-round education based upon strong academic roots (emphasising scholarly excellence) and co-curricular opportunity supported by a caring pastoral and tutorial system. Music and drama are outstanding, both having the finest traditions and producing performances of the highest standards. King's Week, the school's own annual Festival of Creative and Performing Arts, attracts thousands of visitors at the end of each Summer Term.

In September 2018, the school will open a new **International College** in Canterbury (www.international.kings-school.co.uk) and in 2019 its first overseas school in **Shenzhen, China**.

The International College in Canterbury will enjoy a state-of-the-art new building, based upon modern pedagogic principles, on a former industrial site in the city. King's, both Senior and Junior, already embraces international students but the College will offer more opportunities for children from around the world to experience our all-embracing and forward-looking education. This spirit of internationalism and innovation are also reflected in our desire to share our education with children in Shenzhen.

The King's School, Canterbury, Shenzhen International, will be a K12 school numbering in total 1300-1400 students of whom 300-350 will be in the Kindergarten (the Pre-Prep). Both the Kindergarten and International School will be on the same site, though in separate buildings, and fall within the overall responsibility of the Principal.



Our vision is to work closely with our local partners to bring one of the world's oldest schools to the newest city in China in state-of-the-art buildings designed entirely for providing education of the highest quality. In so doing, we shall combine both a long and trusted tradition with the best of modern pedagogical practice in magnificent new buildings for the benefit of everyone concerned: King's in Canterbury will learn as much from King's in China as the other way round.

The new School is, therefore, a joint UK-Chinese collaboration between the King's School, Canterbury International Ltd and its local partners. The School is largely a new-build designed by UK architects, Walters & Cohen, in conjunction with Heng Yue, Shenzhen, as directed by King's. The Kindergarten will open in September 2019 with the rest of the School following in 2020. Leadership is currently being sought for the Kindergarten/Pre-Prep.

This is, therefore, a sharing project in which two cultures work together with a dedication to educating children and an international vision. We expect this collaborative narrative to continue with regard to the development and everyday running of the School. In the modern world where travel and the sharing of information is much easier, we envisage that our students and staff will liaise and co-operate on joint projects and the development of ideas in a way that will make a real difference to their lives and to those of others.

Shenzhen



Shenzhen is a first tier city located along the southern tip of the country along the eastern bank of the Pearl River. The city covers an area of 1,992 sq km and, as of the end of 2017, its permanent population stood at 12.53 million (estimated today at closer to 15 million).

The city has become a magnet for technology start-ups. It is home to the Shenzhen Stock Exchange as well as the headquarters of numerous multinational companies such as Vanke, JXD, Hytera, CIMC, Shenzhen Airlines, Nepstar, Hasee, Ping An Bank, Ping An Insurance, China Merchants Bank, Tencent, ZTE, Huawei and BYD. Shenzhen ranks 18th in the 2018 edition of the Global Financial Centres Index. It also has become one of the busiest container ports in the world.

Shenzhen's modern cityscape is the result of its vibrant economy made possible by rapid foreign investment since the institution of the policy of "reform and opening" in late 1970s when the SEZ was established. The local government aims at building Shenzhen into a core engine, in terms of both technology innovation and financial support, driving development of the Guangdong-Hong Kong-Macao Greater Bay Area and, by 2035, into a global technology innovation hub, dubbed the next Silicon Valley.



Though land is extremely expensive, Shenzhen is a relatively cheap place to live for the foreigner (much cheaper than nearby Hong Kong). It is clean and efficient; there are plenty of things to do. There is a large, and growing, ex-pat population.

The Guangzhou-Shenzhen-Hong Kong high-speed trains will be operated in the 3rd quarter of 2018; by then, it will take only 14 minutes to travel from Hong Kong to

Shenzhen. Moreover, there are two international airports, the Hong Kong International Airport and Shenzhen Bao'an International Airport, both within one-hour's drive.

The King's School Canterbury in Shenzhen

The King's School, Canterbury, Shenzhen International, is being designed as a world class K12 School to deliver an all-round education from early years right through to entrance to the top international universities. The school will be an example of the best of its type, a modern school in a modern city, but built on strong historical, educational roots. The location of the site is excellent and possesses a superb background of tree-lined hills.

The design of the whole school accommodates a divisional breakdown as below:

- Kindergarten/Pre-Prep (ages 2-5)
- Junior School (ages 6-8)
- Lower School (ages 9-11)
- Upper School (ages 12-14)
- Senior School (ages 15-18)

The Nursery and Kindergarten, known as the Pre-Prep School, is targeted to open in September 2019 in bespoke accommodation. All classrooms will have safe indoor and outdoor areas both for play and for educational activity. The Pre-Prep will have its own International Head (reporting to the Principal) who will be supported by a Chinese Deputy. Classes will have at least two teachers: one international and one Chinese.



The rest of the School (covering ages 6-18) is scheduled to open in September 2020. Teaching & learning will take place in state-of-the-art spaces comprising a mixture of traditional classrooms and exciting breakout research or maker-spaces. Teaching groups will be a maximum of 22 for the younger years, but smaller for the more specialist education required at the highest level.

The curriculum will specialise in an all-round STEAM education with Science, Technology and the Arts (visual art, music, drama, dance, etc.) in equal measure. Robotics, space and the environment will feature heavily as we look to recognise the strengths of modern day Shenzhen. The main rooftop library and the Senior School Study Centre will be a wonderful attraction that will draw people to the School, making research an enjoyable activity. There will be extensive indoor sporting and performing facilities, and an outside running track. Sport, music and drama will feature strongly in the life of our students. The stunning site has helped to inform the design and we expect that the grounds will form part of the overall learning experience. The intention is also to make full use of the wonderful external setting both within the curriculum and outside.

Although this is a large school, it will also benefit from being very much a community. This will be achieved by providing top quality boarding facilities for 300 boys and girls and a substantial number of staff apartments on site.

The teaching staff will be a mixture of international and local Chinese.

The Role of the Head of Pre-Prep



Pre-Prep at Junior King's, Canterbury

The Opportunity

The opening of this prestigious UK International School in China in September 2019 creates an exciting opportunity for a team of innovative professionals to develop their careers at an exciting new co-educational day and boarding school in Shenzhen, China. The School will offer an authentic British independent school curriculum for international students aged 2-18, culminating in IGCSE and A Level or IB. The Pre-Prep will also offer Chinese curriculum.

The Head of Pre-Prep will have the overall responsibility for the Pre-Prep (that is children in Pre-nursery, Nursery, Reception, and Year 1 classes), both on the main site and in any satellite locations nearby. The candidate needs to have considerable energy, ability, flexibility and breadth of experience. The key focus will be the efficient day-to-day management of the Pre-Prep department, its curriculum, scheduling, personnel management, extra-curricular development, emergency procedures, resources and facility operations, and engage effective communications with parents.

S/he will be assisted by the Deputy Head (Chinese) to whom some of the tasks delineated below might be assigned, and by appropriate and agreed administration staff. Assistance and advice will also be available from the Head of Pre-Prep in Canterbury.

S/he will be expected to work particularly closely with the International School, especially the Junior School, and wider school departments (e.g. Marketing & Admissions, Human Resources, Finance, Works & Premises, and Estates).

S/he will be a member of the whole school Senior Management team and report to the Principal. In the first few months of the post, it is possible that the Principal will not yet be in office. During this interim period, the Head of Pre-Prep will report directly to the Board of Directors.

The role will command a competitive salary to be discussed on appointment. Accommodation will be provided if required.

Overall duties

1. To lead and manage the Pre-Prep in accordance with the vision and ethos of The King's School.
2. To provide the best possible learning environment where children achieve their potential as lifelong learners.
3. To promote and safeguard the welfare of the children and be the Designated Safeguarding Lead for the Pre-Prep school.
4. Passionate commitment to academic, personal and social development for children in the Pre-Prep.
5. To inspire and motivate the team of staff.
6. To communicate effectively with parents, staff and pupils.
7. To enrich parents' understanding of British education.
8. To attend whole School Senior Management meetings and to chair the Pre-Prep's Leadership Team.
9. To oversee all external inspections.

Responsibilities

Setting Direction

1. To maintain the highest standards of professional commitment by all the staff in the Pre-Prep.
2. To ensure that teaching excellence and high achievement are at the heart of all strategic and improvement planning.
3. To take responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation, regularly reviewing health and safety policies and risk assessments with the Deputy Principal (Pastoral) who is in-charge of health and safety.
4. To lead through high expectation and aspiration, as well as personal example, being prepared to challenge mediocrity and under-performance in staff.
5. To work closely with the Principal on the Strategic Development Plan of the Pre-Prep within the overall organisation. To this end, maintain an agreed Pre-Prep Development Plan.
6. To respect confidentiality of staff, pupils, families and visitors.
7. To ensure that Pre-Prep meets all requirements for a fully trained staff member in relation to safeguarding and child protection, educational visits and health & safety.
8. To share in certain of the duties of the School, especially the Prep School, as agreed with the Principal, including being involved in certain whole-School social events and functions.
9. To ensure that the teaching & learning and assessment & reporting systems are robust and appropriate for a 21st century international education.
10. To ensure that all required policies are in place and regularly updated.
11. To develop professionally and operate with a growth mindset in order to create the best Pre-Prep possible for our students and families in Shenzhen.
12. To work closely with the Deputy Principal (Chinese) on promotion of cross-cultural teaching and learning experience.

Routine daily tasks

1. Ensuring the school day is stimulating, safe and well organised
2. Ensuring regular and appropriate communication with parents
3. Class teaching in support of colleagues
4. Supporting colleagues generally
5. Ensuring that cover arrangements are in place for absent staff
6. Setting themes to support the ethos and moral aspects of school life
7. Liaising with key whole School staff as appropriate

Leading teaching & learning, assessment & reporting

1. Establishing and ensuring the continued development of a broad, balanced and stimulating curriculum.
2. Working closely with the Deputy Principal (Academic) to share information and best practice effectively across the School.
3. Ensuring the pupils' academic progress and putting in place appropriate assessment, monitoring and tracking procedure.
4. Overseeing the delivery of the curriculum and ensure that schemes of work are regularly updated and policy documents are reviewed.
5. Implementing strategies which secure high standards of teaching and learning, through regular training programmes in areas such as IT and SEN.
6. Ensuring rigorous focus on pupils' achievement, using data and assessment tools to monitor pupil progress and challenge under-achievement.
7. Ensuring all staff roles are clearly defined, understood and agreed; and that individuals are held to account.



The pupils

Providing a secure, simulating and orderly environment in which pupils' happiness, welfare and all round development can be nurtured.

1. Acting as the Pre-Prep Child Protection Officer in liaison with the whole school Child Protection Team.
2. Ensuring a wide range of activities for pupils are provided, including extra-curricular sport, music and other clubs, and give them confidence in their ability to take on new challenges.
3. Maintaining behaviour of a high standard according to School policy and ethos.
4. Identifying any children with particular emotional or educational needs and where necessary make provision for them in liaison with the Head of Learning Support or the appropriate counselling or medical services.

The teaching staff

1. Working closely with the Principal and the Senior Management Team to recruit, retain, develop and deploy staff appropriately and effectively.
2. Developing staff as leaders in order to build capacity for improvement including encouraging continuing professional development through regular appraisal.
3. Taking responsibility for the induction of all new staff in Prep-Prep, including EYFS and supervise their on-going training and appraisal.

Organisation

Monitoring and overseeing the ordering, maintaining and updating of resources within the department within the annual budget for Pre-Prep agreed with the Principal and the Bursar.

1. Overseeing the daily organization of the Pre-Prep day: class lists, timetables, assemblies and meetings.
2. Overseeing and be present at all Prep-Prep events, concerts, parents meetings, etc.
3. Being responsible for Health & Safety within the Pre-Prep, reporting and acting on any concerns, holding regular fire practices, safety drills, etc.

Marketing

Ensuring the Pre-Prep reflects a vibrant and inclusive ethos which actively values and promotes the School community and supports the King's School ethos of 'developing the whole child'.

1. In conjunction with the Marketing and Admissions Office, develop and implement effective marketing strategies and attend events which promote and develop demand for enrolment along with the retention of existing students.
2. Encouraging the School community and its stakeholders to be passionate about their School and positively promote it to others.

The Person

- A university degree and teaching qualification
- Minimum Level 3 Qualification in Early Years Childcare and Education
- At least 2 years nursery practitioner experience
- Knowledge of UK National Curriculum requirements
- Knowledge of, or exposure to, the China education system would be a benefit
- Highly effective team leader, able to motivate and engage other staff in change/new ideas
- Ability to teach across the full age and ability range in a Pre-Prep school
- Proven team management and organisational skills
- Excellent communication skills
- Have passion, tenacity and commitment
- Commitment to continued personal and professional development with high level of cultural sensitivity and tact

Applications and Procedures

Applications should be submitted electronically as pdf attachments to hr@kings-school.com.cn by **23:59 (GMT) Monday 8 October 2018** comprising:

- a factual *Curriculum Vitae* (with past employment in chronological order starting with present position)
- a Personal Statement in which the candidate should state her/his approach to education both at this level and generally
- a covering letter addressed to Ms Cynthia Chow in which the candidate should explain why this post is suitable at this time

Interviews will take place during October and early November.

Enquiries or questions prior to application can also be addressed to hr@kings-school.com.cn.

The School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening including checks with past employers and criminal records.

August 2018