



Discovery College is a new Private Independent School operated by ESF Educational Services Ltd. ESF Educational Services Ltd. is a non profit organization operated by ESF (English Schools Foundation) and plays a vital role in the infrastructure of Hong Kong as a provider of primary and secondary education. The college is an IB World School currently authorised in the PYP and MYP, with the Diploma programme being introduced in August 2012.

#### HEAD OF PRIMARY

We are searching for an exceptional educator to lead the primary school. This person will be responsible within the primary school for the learning & teaching programmes, student achievement, pastoral care of students and staff, communication with stakeholders and for achieving the stated school's aims and objectives. The successful candidate will be a member of the College Leadership Team and report directly to the Principal.

This is a once in a lifetime opportunity to be part of a recently established school. Candidates should be innovative educators with a passion for students and their learning and the ability to motivate and inspire staff. The position commences August 2012.

Please be aware of the following timeline for our recruitment process,

**Applications close: 26 February**  
**Shortlisting: 27 February - 2 March**  
**Final Interview (in Hong Kong) 21 - 23 March**

For any questions, please email the Principal, Mr Mark Beach [mark.beach@discovery.edu.hk](mailto:mark.beach@discovery.edu.hk)

#### JOB FAMILY - Teaching

Job Name	Head of Primary
Job Code	TCH05/01 PIS
Job Summary	This position is to lead and manage the Primary sector of an ESL Private Independent School
Main Accountabilities	<ol style="list-style-type: none"><li>1. Leadership<ul style="list-style-type: none"><li>• Providing strategic direction for the school;</li><li>• Developing the values and aims of the school;</li><li>• Developing a school improvement plan with measurable success criteria which involves all necessary stakeholders and is jointly owned by them;</li><li>• Giving a professional lead to the staff, parents and students of the school; and</li><li>• Knowing, researching and using worldwide educational research and practice to inform and enrich the school's growth.</li></ul></li><li>2. Development and Deployment of Staff<ul style="list-style-type: none"><li>• In consultation with the Principal, selecting and appointing teaching/ non-teaching staff, within the framework of ESF's recruitment strategy;</li><li>• Exercising creative, effective and efficient deployment of staff to maximise benefits for students;</li><li>• Developing an appropriate framework of professional development and performance management for staff; and</li></ul></li><li>3. Curriculum Leadership<ul style="list-style-type: none"><li>• Giving leadership of a curriculum which matches the aims, values and vision of the school and the Foundation;</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>• Giving clear curriculum leadership to the staff;</li> <li>• Developing a curriculum to meet the needs of all learners;</li> <li>• Taking a leading role in the leadership of ICT in preparing learners for tomorrow's society;</li> <li>• Taking responsibility for providing a broad and balanced curriculum which is relevant to the needs of Hong Kong learners; and</li> <li>• Informing parents of the curriculum and its rationale.</li> </ul> <p>4. Standards</p> <ul style="list-style-type: none"> <li>• Translating the aims and values of the school into high standards;</li> <li>• Creating an ethos of high expectations and challenge for all;</li> <li>• Monitoring standards of achievement, setting and achieving realistic and aspirational targets;</li> <li>• Using ESF-wide systems for tracking students' performance to provide suitably early interventions to maximise students' progress;</li> <li>• Enabling students to know how well they are doing and what they need to do to maximise their achievements; and</li> <li>• Facilitating effective liaison with cross-phase partners to ensure students' progression and smooth transition.</li> </ul> <p>5. Teaching and Learning</p> <ul style="list-style-type: none"> <li>• Developing a teaching and learning policy to reflect the vision and aspirations of the school;</li> <li>• Creating the highest possible expectations in teachers and learners;</li> <li>• Facilitating creative and rigorous approaches to teaching and learning;</li> <li>• Developing learners who wish to pursue learning beyond the confines of the school;</li> <li>• Creating a learning community in which all members have a desire to enquire, evaluate and challenge thinking; and</li> </ul> <p>6. Management and Efficiency</p> <ul style="list-style-type: none"> <li>• Developing and sustaining systems for the smooth running of the school, to enable school leaders to focus on educational priorities;</li> <li>• Overseeing the monitoring and evaluation of all aspects of the school's performance and reporting the outcomes as appropriate;</li> <li>• Efficiently and effectively deploying resources to maximise value for money and to ensure accountability;</li> <li>• Being responsible for the security of the buildings and grounds of the school and ensuring that health and safety requirements are met;</li> <li>• Ensuring that admissions arrangements are efficient and compliant with the Foundations policy;</li> <li>• Complying with the Foundation's policy on equality of opportunity, ensuring that it is understood and practiced by all; and</li> </ul> <p>7. Foundation-wide role</p> <ul style="list-style-type: none"> <li>• Playing an active role in policy development;</li> <li>• Taking responsibility for clear and open communication of Foundation-wide policies to all staff;</li> <li>• Cooperating and collaborating with other senior managers to ensure consistent development and application of policies;</li> <li>• Enabling the successful implementation of ESF's vision and educational</li> </ul>
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	<p>strategy;</p> <ul style="list-style-type: none"> <li>• Recognising and absorbing the wider needs of the Foundation as well as the school;</li> <li>• Participating fully in the review of the school's performance; and</li> <li>• Embracing and owning the Foundation-wide system of performance management of Principals.</li> <li>• Promoting the Foundation to the wider community</li> </ul> <p>8. Other duties</p> <ul style="list-style-type: none"> <li>• Undertaking any other duties as required by the Principal</li> </ul>
Typical reporting relationship	Principal
Minimum typical education	<ul style="list-style-type: none"> <li>• Bachelor degree (postgraduate qualifications preferred)</li> <li>• Teaching Qualification</li> <li>• Evidence of higher study</li> </ul>
Minimum typical experience	<ul style="list-style-type: none"> <li>• Senior management experience in a similarly sized (Primary) school</li> <li>• Experiences in a range of different schools, preferably in an overseas/international school</li> </ul>
Core Professional / Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> <li>• Setting high expectations and fostering a culture of continuous improvement;</li> <li>• Building a professional learning community;</li> <li>• Building positive relationships with external stakeholders from different cultural backgrounds; and</li> <li>• Reflecting and evaluating when embedding change in a school context.</li> <li>• Understanding of assessment for learning</li> <li>• Understanding of personalised learning</li> <li>• Proven ability to develop community and parent links</li> <li>• Proven ability to build a professional learning community</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Have an understanding of leadership competencies in a school context</li> <li>• Sound understanding of primary curriculum in an international setting</li> <li>• Proven development of curriculum and has strategies to implement curriculum change and development</li> <li>• Resources (budget) management</li> <li>• Understand the needs of EAL and special needs students</li> <li>• Relationship with external stakeholders (e.g. PTA, local community)</li> <li>• Understand effectiveness in performance management and development</li> </ul>
Core / Transferable Competencies required	<ul style="list-style-type: none"> <li>• Student focused</li> <li>• High standards</li> <li>• Empathetic and a good listener</li> <li>• Consultative management style</li> <li>• Visionary thinking</li> <li>• Effective communication to a variety of audiences</li> <li>• Interpersonal</li> <li>• Reflective and evaluative</li> <li>• Decision Making</li> <li>• Time Management</li> <li>• Good judgement in challenging situations</li> <li>• Creativity</li> </ul>



	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Commitment</li> <li>• Adaptability</li> <li>• Problem solving</li> <li>• Community-minded</li> </ul>
Development / Training to support role competencies	Development activities <ul style="list-style-type: none"> <li>• Evidence of having developed a range of senior leadership skills and experiences in current role and the ability to reflect and learn from them.</li> <li>• Evidence of training for a senior leadership position.</li> </ul>
	Relevant courses Appropriate leadership development professional development relevant to the role.
Notes: Two Years Finite Contract All teachers are expected to: <ul style="list-style-type: none"> <li>• Contribute to the school extra curricular programme throughout the year</li> <li>• Participate in key school and PTA events on identified evenings and weekends</li> </ul>	