



DISCOVERY
COLLEGE
智新書院

HEAD OF SECONDARY

Discovery College, Hong Kong

Year 1 - Year 13 | IB Curriculum

www.discovery.edu.hk

Grow. Discover. Dream.





713
STUDENTS
ENROLLED IN 2018-19
IN YEARS 7-13

76
SECONDARY
STAFF
MEMBERS

IB
MYP
DP
CP
PROGRAMMES

DISCOVERY COLLEGE IS LOOKING FOR A ...

HEAD OF SECONDARY

INFORMATION FOR APPLICANTS

ESF is searching for an experienced and dynamic Head of Secondary to head our community of over 1400 students and staff, strongly supported by a very active parent body and PTA.

Discovery College is a rewarding and challenging place to work, both personally and professionally. Our community is a truly international learning environment with a mix of students from Hong Kong, as well as over 50 countries and 40 mother tongues. We are fortunate to have a committed group of international and local staff who have access to award winning facilities, including a wide range of teaching spaces linked by a powerful ICT infrastructure.

The College is focused on supporting exceptional teachers and leaders who are willing to embrace the IB PYP, MYP, CP and DP - educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. With that in mind, candidates for Head of Secondary should be forward thinking, with a strong interest in international education and an appreciation for working with multiple cultures.

The new Head of Secondary will continue Discovery College's learning-focused approach, preserve the spirit of the school and find ways to drive the culture of

continuous improvement to enhance learning outcomes for students.

The position offers the right candidate the opportunity to join the ESF family of twenty-two schools, lead and manage the Secondary sector and experience the dynamic environment that Hong Kong has to offer.

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and scenic beaches to choose from. Access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a Head of Secondary in Hong Kong is dependent on successfully obtaining an employment visa with Hong Kong Immigration, and permission to teach in Hong Kong by the Education Bureau.

Click [HERE](#) to see a quick glimpse of all that Discovery College has to offer.

DISCOVERY COLLEGE VISION

GROW. Be passionate about being the best you can be.
DISCOVER. Find wonder in the world around us.
DREAM. Dare to make a difference for yourself, humanity and our planet.

INTERNATIONAL MINDEDNESS STATEMENT

International Mindedness is a commitment to celebrating our diversity where people know themselves and others, and demonstrate empathy by thinking globally and acting ethically.

The three core components of international mindedness at DC are:

Intercultural understanding – recognising and reflecting on one's own perspectives, as well as the perspectives of others

Global engagement – developing global and local awareness, perspectives and action, to empower learners committed to service in the community

Multilingualism – the ability to communicate in a variety of ways in more than one language



DISCOVERY COLLEGE

Discovery College was established by the English Schools Foundation to serve the needs of the local and expatriate communities in Hong Kong. It is a full Years 1 to 13 school offering the PYP, MYP, DP and CP programmes. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language. The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study. To view the College's prospectus, click [HERE](#) and the latest edition of Shi Jie, our school magazine, click [HERE](#).

1439

STUDENTS
ENROLLED IN 2018-19
IN YEARS 1 - 13

108

CREATIVE AND ENERGETIC
TEACHERS

50

STUDENT NATIONALITIES



22
SCHOOLS

18,000
STUDENTS

70
NATIONALITIES

95%
GO ON TO LEADING
UNIVERSITIES
WORLDWIDE

ESF INSPIRING FUTURES

The English Schools Foundation (ESF) is the largest English-medium international school organisation in Hong Kong. ESF Centre provides a range of support to all schools, including in the areas of Education, Finance, HR, Facilities and IT. Teachers working within ESF have access to world-class professional development opportunities.

Click [HERE](#) to view the ESF website.



ESF VISION

For every student to be the best that they can be.

ESF Schools

Kindergartens

- 15 ESF Abacus International Kindergarten
- 16 ESF Hillside International Kindergarten
- 17 ESF Tsing Yi International Kindergarten
- 18 ESF Wu Kai Sha International Kindergarten
- 19 ESF Tung Chung International Kindergarten

Private Independent Schools

- 20 Discovery College
- 21 Renaissance College

Special School

- 22 Jockey Club Sarah Roe School

Primary

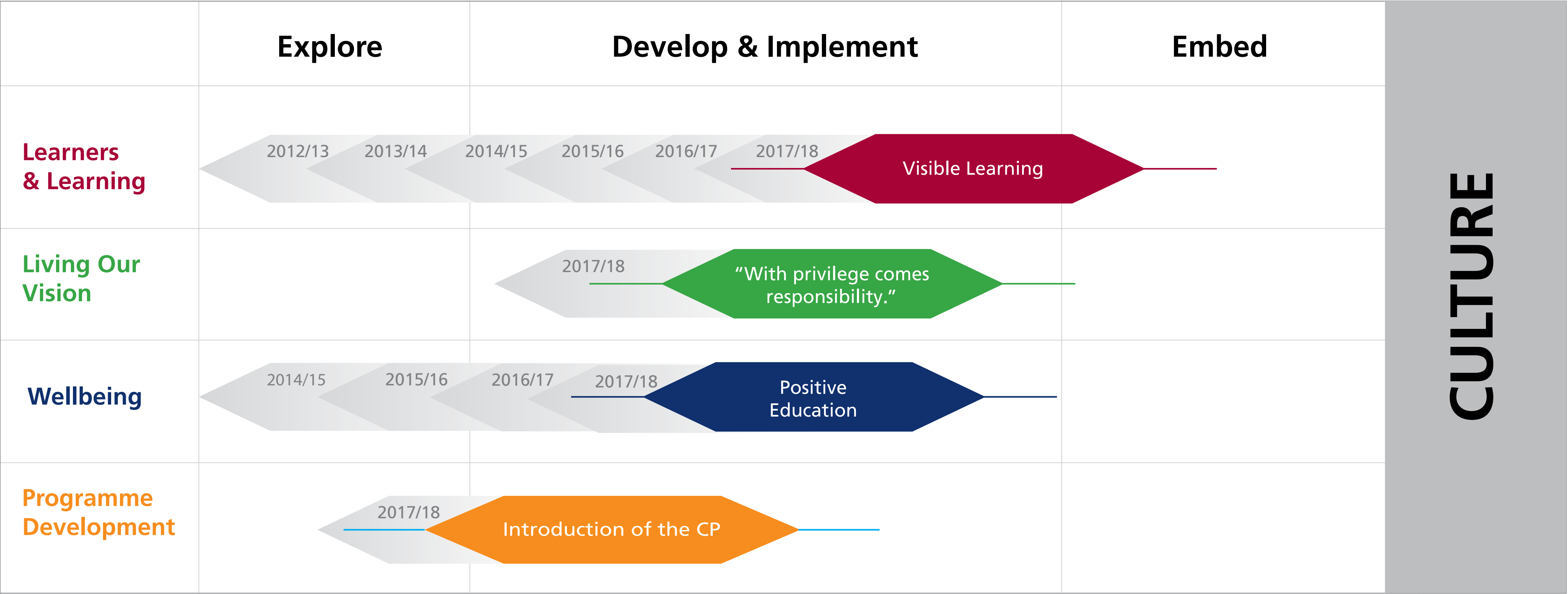
- 6 Beacon Hill School
- 7 Bradbury School
- 8 Clearwater Bay School
- 9 Glenealy School
- 10 Kennedy School
- 11 Kowloon Junior School
- 12 Peak School
- 13 Quarry Bay School
- 14 Sha Tin Junior School

Secondary

- 1 Island School
- 2 King George V School
- 3 Sha Tin College
- 4 South Island School
- 5 West Island School

DISCOVERY COLLEGE 2018-19 ANNUAL PLAN

Click [HERE](#) to view our full Annual Plan



Purpose Statement

At Discovery College, our core business is “Improving Student Outcomes”. The Annual Plan defines our aspiration and key priorities in order to help us achieve our Vision.

- Grow.** Be passionate about being the best we can be.
- Discover.** Find wonder in the world around us.
- Dream.** Dare to make a difference for yourself, humanity and our planet.

Driving Concepts

The following concepts will underpin our behaviours, in that we:

- Believe that we have each other’s best interests at heart (Trust)
- Provide autonomy for people to act (Empower)
- Create value by implementing new ideas (Innovate)
- Create and maintain the conditions under which people and environments can exist in productive harmony (Sustainability)
- Value the importance of sharing educational responsibilities for students (Share responsibility)
- Feel a sense of belonging, purpose and fulfillment (Inclusion)
- Have positive relationships at the heart of learning and wellbeing (Quality Relationships)
- Have the ability of people to work together for common purposes in groups and organisations (Collaborate)
- Support decisions with evidence (Evidence-based)

Key College Priorities for 2018-19

Learners & Learning

- Whole-community understanding of assessment
- Student Agency - feedback
- Student Agency - learning design

Living our Vision

- With privilege comes responsibility

Wellbeing

- Visible Wellbeing

Programme Development

- Introduction of the CP

Finance & Property

- Budget
- Operational, 50-year Maintenance and Long-term Property Plans

Other Annual Plan targets, College and/or sector, may be developed that don’t naturally fit within the Key Priorities, however, time and resourcing will be predominantly focused on the major priorities.

ESF Strategic Plan: Deliver Exceptional Learning Outcomes for all Students

Inclusion:

- Launch and implement the ESF Inclusion Strategy, that increases access and removes barriers for all

Wellbeing:

- Measure student wellbeing using the Assessing Wellbeing in Education (AWE) Questionnaire
- Develop wellbeing through student voice
- Develop and implement the code of conduct and other safeguarding policies and practices

Agency:

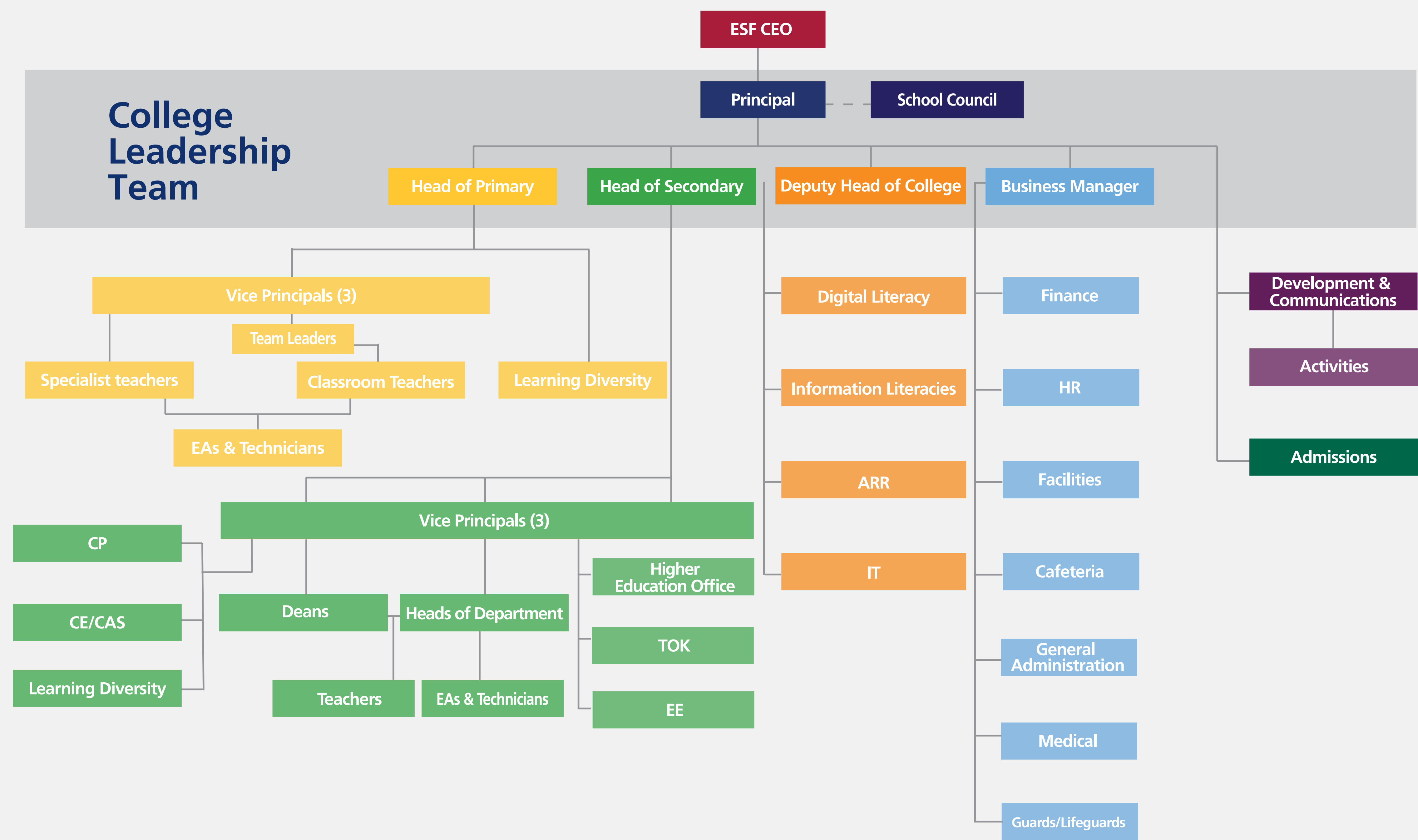
- Strengthen cross-phase understanding and dialogue to ensure a smooth continuum of learning K-13
- Facilitate the implementation of the Enhanced PYP across the Foundation
- Support schools to use data more effectively to improve student learning
- Embed technology as a central aspect of student’s learning

WHAT DISCOVERY COLLEGE HAS TO OFFER A NEW HEAD OF SECONDARY:

- Discovery College's reputation as a highly-respected school in the international community, with a record of excellent academic achievement.
- A strong organisational culture and mission: a diverse student body and commitment to produce students who are "independent learners / international citizens."
- A palpable sense of community built on trust and transparency.
- A culture that embraces new ideas and uses innovation for continuous improvement.
- A uniquely designed, state-of-the-art campus with extensive facilities.
- A strong Leadership Team and supportive Council, with positive working relationships between the two and a strong commitment to common goals.
- A supportive and appreciative parent community.
- Highly motivated, enthusiastic and passionate students.



ORGANISATION CHART



Job Name

Head of Secondary, Discovery College

Job Summary

This position is to lead and manage the Secondary sector at Discovery College.

Main Accountabilities

Leadership

- Contributing to the College-wide Strategic Plan and implementing it in the MYP/DP/CP
- Developing a Secondary improvement plan with measurable success criteria which involves all necessary stakeholders
- Keeping current with the latest world-wide educational research and best practice to inform and enrich the school's growth
- As members of the College leadership team/s, ensure the continuum (PYP, MYP, DP & CP) is at the centre of strategic development and that all phase development is consistent with overall College aims and objectives
- Support the development and implementation of the whole-College and phase strategic plans
- Line management, including performance management, of 3 vice principals

Teaching and Learning

- Add value to teaching and learning throughout the phases to ensure quality student outcomes
- Monitor progress of the relevant IB programmes
- Lead strategic curriculum meetings and oversee the implementation
- Keep parents informed of strategic curriculum developments and address parents' questions
- Oversee, review and communicate student assessment, recording and reporting
- Ensure effective integration of technology to accelerate and deepen learning and teaching
- Using College-based and ESF-wide systems for tracking students' performance to inform the teaching process



Building Relationships

- Builds effective and diplomatic working relationships with all constituents of the College
- Implements strategies to build the capacity of teacher leaders
- Seeks opportunities to promote the College within the wider community
- Supports community initiatives and attends school events.
- Communicates effectively and regularly in a variety of ways – verbally, in writing, and through regular meetings with the Principal, staff, students and parents.
- Develops advocacy and recognition for students and teachers.
- Cooperates and works with relevant agencies to protect the welfare of children.
- Deals with student and parent concerns in a diplomatic manner
- Seeks 360 feedback on own performance and that of the phase to ensure continuous improvement.

Wellbeing and professional development

- Working with faculty to create a strong curriculum framework with which to drive teaching and learning
- Encouraging shared decision making and strengthening staff efficacy and performance through teamwork
- Welcoming new teachers and assisting the Principal with orientation and induction
- Ensuring that ongoing professional development is appropriate to the needs of the College
- Assist the Principal in developing and implementing a staff development/appraisal system that supports both individual and College needs
- Providing feedback on teaching and learning

Students

- Monitoring student behaviour and, if necessary, meeting with students and/or their parents through a restorative approach
- Working alongside the Admissions Office and teachers on the issue of beginning and leaving the College and the procedures that should accompany both of these events
- Recognizing and celebrating student learning at every opportunity.

Administration

- The Head of Secondary will chair middle and senior leaders' meetings. S/he will share in administration responsibilities that arise as result of consultation. The Head of Secondary will also organise the following administrative tasks:
- Overseeing the Secondary Admissions process in collaboration with the Admissions Manager and the designated Vice Principal
- Monitoring staffing needs, both academically and generally
- Ensure timetable is produced
- Working with the Principal in recruiting both teaching and non-teaching staff
- Participating in Foundation events, community relations and developing links with other schools
- Developing a budget based on programme needs in conjunction with the Principal and Business Manager and keeping a record of all budgeting and financial expenditure
- Overseeing facilities, bringing any needs to the attention of the Business Manager and the Facilities Manager

Utilising Resources

- Ensures the effective management of phase budgets ensuring achievement of agreed activities and objectives.
- Show sound financial leadership in the management of phase budgets to ensure the achievement of agreed outcomes
- Coaches and mentors employees to the highest standards using professional development opportunities to grow and develop individuals as appropriate.
- Ensures effective orientation of new employees into the phase while fostering a sense of teamwork and collaboration.

Foundation-wide role

- Playing an active role in educational policy development
- Cooperating and collaborating with other senior managers to ensure consistent development and application of educational policies
- Attending and contributing to the ESF Executive Leadership Committee (Committee of Principals) and the ESF Secondary Principals Committee
- Participating fully in the review of the College's performance
- Actively looking for opportunities to share and grow across the Foundation

Other duties

- Undertaking any other duties as required by the Principal or her/his representative





Core Professional / Technical Competencies Required

Abilities – The candidate will be skilled at

- Setting high expectations and fostering a culture of continuous improvement
- Building a professional learning community
- Building positive relationships with external stakeholders from different cultural backgrounds; and
- Reflecting and evaluating when embedding change in a school context
- Understanding of assessment for learning
- Understanding of personalised learning
- Proven ability to develop community and parent links
- Proven ability to build a professional learning community

Knowledge – The candidate will

- Have an understanding of leadership capabilities in a school context
- Have sound understanding of the primary/secondary curriculum in an international setting for students of all abilities
- Understand how students learn and in particular how to meet the needs of EAL and special needs students
- Understand effectiveness in Performance Management and Development
- Development / Training to Support Role Competencies
- Development activities
- Evidence of having developed a range of senior leadership skills and experiences in current role and the ability to reflect and learn from them.
- Evidence of training for a senior leadership position
- Relevant courses
- Appropriate leadership development professional development relevant to the role

Minimum Typical Education

- Teaching Qualification
- Bachelor degree (postgraduate qualifications preferred)

Minimum Typical Experience

- Senior management experience in a similarly sized (Secondary or all-age) school
- Experiences in a range of different schools or a school with a well developed international outlook

Notes:

Two year finite contract

All teachers are expected to:

- *Contribute to the school extra-curricular programme throughout the year*
- *Participate in key school and PTA events on identified evenings and weekends*



CORE COMPETENCIES REQUIRED (in no particular order)

- | | | | |
|---------------|------------------|-----------------|----------------------------|
| Innovation | Adaptability | Professionalism | Authenticity |
| Vision | Empathy | Integrity | Courage |
| Commitment | Imagination | Self-Reflection | Evidence-informed Practice |
| Communication | Team-orientation | Positivity | Cultural awareness |
| Strategy | Creativity | Responsibility | Resilience |

DISCOVERY COLLEGE IS LOOKING FOR A LEADER WHO IS:

- Committed to and inspired by the school's Vision of "Grow. Discover. Dream."
- Visionary.
- Visible, approachable; a great communicator who builds positive relationships with all stakeholders.
- Dedicated to setting high expectations and fostering a culture of continuous improvement.
- Supportive of Positive Education/Visible Learning inherent in the wellbeing focus already established at the College.
- Excited to be part of and contribute to a highly reputable foundation of 22 schools.
- Able to recognise the importance of enabling and resourcing staff to fulfil their potential.
- Able to manage and deliver both excellent educational and operational results.
- Someone who encourages collaboration and a shared sense of purpose, while being a firm decision-maker.
- Committed to the effective and responsible use of technology in support of the learning programme.



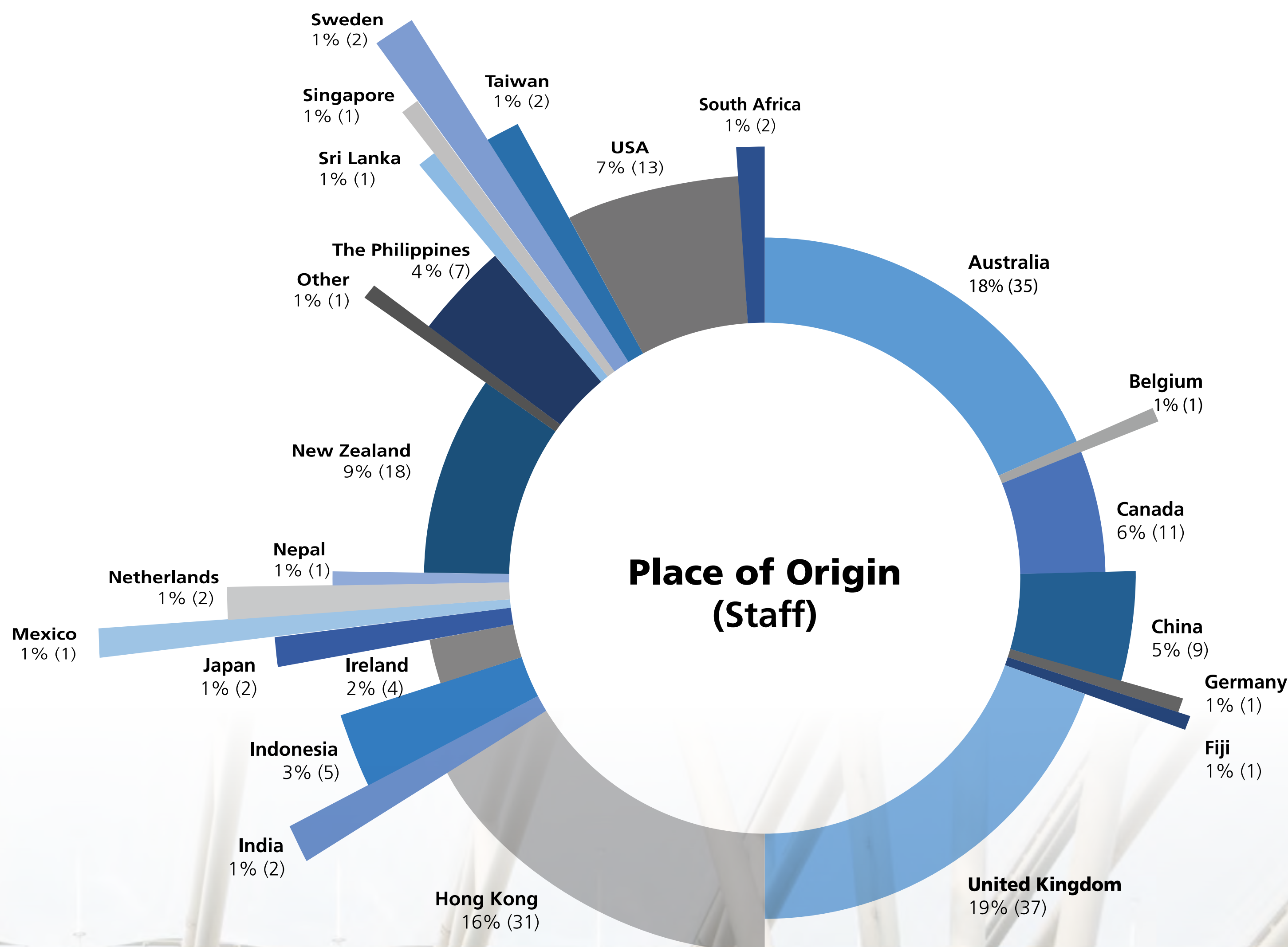
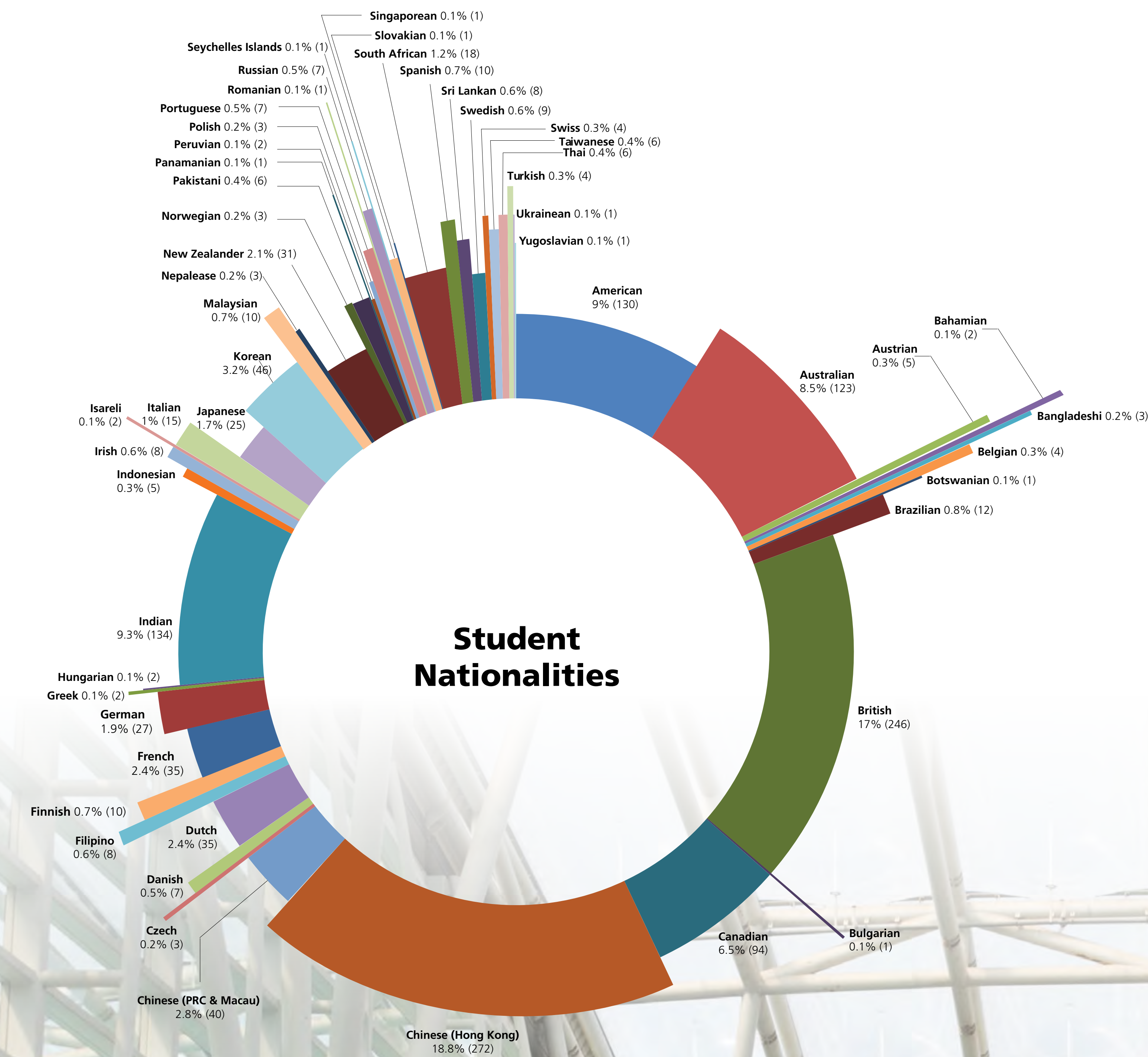


**WE ARE LOOKING FOR A
HEAD OF SECONDARY WHO IS...**

**“Passionate about
our learning and
wellbeing, is
approachable and
listens to student
feedback and
voice”**

WE ARE A DIVERSE COMMUNITY

Click [HERE](#) to view our Annual Report



DISCOVERY BAY

Discovery Bay is on Lantau Island, an outer island of Hong Kong, reached by a 25-minute ferry ride from the centre of the city and 30-minute bus ride from the international airport. It is a residential area with its own bus terminal, plazas, hotel, restaurants and beach. Its relaxed atmosphere lends itself to a more leisurely pace of Hong Kong living and thus makes it a popular choice for families.





HONG KONG

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a wonderful mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having seven million people in such a small area, around 70 percent of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations around Asia is very easy.

Closing Date: Sunday 28 April 2019
Click [HERE](#) to apply through the ESF Website.

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