



## Discovery College Primary Vice Principal / PYP Coordinator

### Information for Applicants

Discovery College is searching for an experienced educator to fill the position of Primary Vice Principal/PYP Coordinator. Our College is now at a most exciting time of its development after opening in August 2008. For the 2015-16 academic year we have nearly 1,350 students in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 pupils.

Discovery College is an exciting and challenging place to work, both personally and professionally. It is not often that educators get an opportunity to be part of the growth and development of a school, especially one as significant as this. Our staff enjoy teaching a wonderful mix of students from 50 countries and 20 mother tongues, including a number of local Hong Kong Chinese students. They work collaboratively with a committed group of international colleagues and have access to a state of the art facility, which includes a wide range of teaching spaces linked by a powerful ICT infrastructure.

We are focused on supporting exceptional teachers and administrators who are willing to embrace the PYP curriculum and be open to change – educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. Candidates should be innovative educators with a passion for students and their learning and the ability to motivate and inspire staff.

Joining the ESF family of over twenty schools opens a range of professional development choices, including the opportunity to work alongside other teachers from around the world.

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 more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a teacher 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. The latter comes in two forms: Teacher Registration and Permitted Teaching status. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards

Mark Beach  
Principal

# About Discovery College

**1336**

students  
enrolled in  
2015-16 in  
Years 1-13

nationalities  
represented  
by staff

**21**

**104**

creative and  
enthusiastic  
teachers

**50**

student  
nationalities

## 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.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College's belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

## School Information

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 and Diploma 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.



# Primary Vice Principal/PYP Coordinator

## Opportunities

- Ability to access high quality professional leadership development opportunities through ESF and across Asia-Pacific
- To help lead a professional learning model aimed at personalising learning pathways for staff
- To support colleagues through mentoring and coaching
- To be part of a lead team trialling innovative learning spaces
- To support the implementation of Positive Psychology as a foundation for wellbeing
- To help lead the Primary pastoral programme, including the embedding of Restorative Practice



## Application Process and Timeline

Closing date for applications:  
Shortlist completed by:  
Final interviews:

Sunday 20 November 2016  
Tuesday 6 December 2016  
Week of 3 January 2017

Resumes or CVs may be submitted to the Principal by emailing [jobs@dc.edu.hk](mailto:jobs@dc.edu.hk).

**Please note: to be considered for this position, all applicants must register and submit an application for the position online through <http://recruit.esf.edu.hk>.**

# 24

Primary  
classroom  
teachers

# 14

language,  
learning  
development  
and specialist  
subject  
teachers

educational  
assistants

# 26

# 3

vice  
principals

# Job Description

## Job Name

Primary Vice Principal

## Job Summary

Overarching responsibility of the PYP and curriculum development with a pivotal role in the process to ensure standards for implementation are understood, and the programme is planned, taught and assessed collaboratively. Together with the Primary Leadership Team (Head of Primary, Primary VPs), be responsible for creating a teaching and learning environment wherein the pervasive ethos is to strive to continuously improve the quality of teaching and learning, which results in continual improved student outcomes.

The Vice Principal role forms part of the senior management team in ESF schools working alongside the Principal and the Primary Leadership Team. As such, the role assists in leading the school, and managing defined curriculum and functional areas across the school.

## Main Accountabilities

### Leadership

To lead by example in terms of pedagogy, practice and professionalism:

- Developing all aspects of the IB PYP Learner Profile to nurture international mindedness
- Being responsible for areas of the School Development Plan related to PYP implementation and development
- Helping to foster a spirit of inquiry, innovation, professional learning and reflection within the school's learning community
- Showing commitment and leadership in terms of collaborative planning, ensuring that pedagogical PYP beliefs and values are fully integrated and embedded within the school
- Working to improve teachers' professional knowledge, skills and understanding regarding inquiry pedagogy and implementation of strategies for PYP
- Being a leading learner and acting as coach/mentor to develop the professional skills of staff to support the learning of the whole child
- Continually striving to enhance the quality of inquiry within all aspects of learning and teaching
- Regularly reviewing the quality of learning and teaching through monitoring processes developed through the school
- Reviewing the curriculum ensuring that it meets the standards and practices required by the IB
- Promoting positive and professional working relationships
- To conduct Performance Management in line with school policy

### Documentation

- Ensure that copies of IBO publications pertaining to the PYP section of the school are available to all staff members
- Establish and maintain a record of completed planners
- Lead the school in the development of the programme of inquiry ensuring appropriate balance and progression
- Lead the process of developing or reviewing the school's curriculum policies and scope and sequence documents
- Participate in the formation of the school's strategic development plan

### Professional Development

- Ensure that staff members are made aware of professional development opportunities
- Keep a record of workshop attendance and school visits to ensure equality of opportunity based on on-going needs and school priorities
- Assist teams or individuals in developing units of inquiry
- Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme

## Core Capabilities/ Competencies Required

Leadership and management skills

Ability to motivate and inspire others

Student centred

Acts in the best interest of ESF

Professional integrity

Commitment and passion for education

Visionary thinking / strategic orientation

Balance and reflectivity

Resource / budget management

Curriculum development

Understanding of IB philosophy and Learner Profile

Understanding of SEN/EAL student needs

# Job Description

- Lead staff professional development and curriculum development based on school priorities and needs

## Resource Management

- Effectively manage aspects of the PYP budget to support the implementation of the programme
- Establish an inventory of resources to facilitate efficient management

## Communication

- Ensure effective communication with the Primary Leadership team and curriculum leaders
- Set up systems for communication and collaboration among all staff members involved in implementing the programme
- Meet with teaching teams regularly to support them in the planning process
- Conduct parent information sessions
- Publish articles pertaining to the programme in the school newsletter
- Circulate all relevant information received from the IBO
- Prepare and submit any documentation required for authorisation and evaluation
- Ensure that all requirements of the IBO concerning the implementation of The Programmes are adhered to
- Respond to requests for information (for example, questionnaires) from the IBO
- Provide a liaison between the school, IBO and ESF
- Provide outreach to the wider PYP community through OCC discussion forums, e-mail and school visits
- Promote the use of the OCC within the school community

## Development activities

- IB training will be provided (where applicable)
- Contribute to educational development of the Foundation

## Salary and Conditions

**Start Date:** August 2017

**Contract length:** Two (2) Years

**Salary (indicative):** To be confirmed at interview (based on qualifications and experience)

Cash Allowance: HK\$12,650 per month

Gratuity (payable at the end of two-year contract): 20%

HK Tax Rate: 15%

Medical & Dental: Comprehensive international coverage for employee and family

Education Allowance: 100% of school fees and NBL (non-refundable building levy) for up to two (2) children

Travel: Passage allowance equivalent to flight from point of origin, including family, paid at start of first contract only

Relocation/Removal Allowance: None

On arrival into HK: Transfer from the airport to hotel / two (2) weeks hotel accommodation

Please Note: The details above are current as of January 2016.

*In the event you have a special needs child and are offered a position with ESF, please inform ESF at time of appointment.*

## Minimum Typical Education

Teaching Qualification

Bachelor degree (postgraduate qualifications preferred)

Evidence of higher study

## Minimum Typical Experience

PYP experience required

PYP coordinator experienced desirable

Recent senior management / VP experience is desirable

## 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*



# Organisational Structure

