

深圳曼彻斯特城堡学校
MERCHISTON
SHENZHEN



APPOINTMENT OF HEAD

APPOINTMENT BRIEF

MARCH 2020





AN INTRODUCTION

Are you an experienced senior leader with high level communication skills, an open and inclusive style and the ability to bring people along with you in a collaborative manner? Would you have an overriding commitment to – and passion for – the education, well-being and development of young people within a 4 to 18 curriculum in a truly British International School in Shenzhen, China?

The single investor and chairman of the board of governors seeks an outstanding candidate to provide vision, challenge, motivation and support for a very strong team of co-leaders, academic and support managers, colleagues and a diverse community including very talented multilingual Chinese staff. The new head will lead the shaping of the future direction of MIS to further its broad educational outcomes and build on the work done by the present founding head. This is an extraordinary opportunity for a progressive but considered, entrepreneurial and strategic thinker who can drive a shared vision for the continued development of the MIS dream/MIS vision, whilst also importantly, considering the dynamics of the culture of China.

This exciting post arises as a result of a joint project between Merchiston Castle School (MCS) International School, a former parent and the Lighthouse Investment Company. MIS opened in August 2018 and it follows the British IGCSE/A-level curriculum. As one of Scotland's and the UK's leading boarding schools, Merchiston Castle School, played a leading role in the development of Merchiston International School. Many of the distinctive values and culture of MCS permeate the new school, MIS whilst all parties understand that a blending of the best of the east and the west is the way forward.

MIS, like MCS, in seeking the pursuit of excellence, places great emphasis on to critical relationships namely – the relationship between students and staff and the relationship between school and home. Thus, together as one harmonious community, MIS can prepare its students for the challenges and opportunities that lie ahead.



SHENZHEN

Shenzhen, in south eastern China, is a modern metropolis that links Hong Kong to China's mainland. Shenzhen is located on the southern tip of central Chinese mainland, in the south of Guangdong Province, spreading along the eastern bank of the Pearl River just north of Hong Kong.

The city has a subtropical marine climate. The distance between Hong Kong and Shenzhen is 29 km. The road distance is 43.8 km. There are numerous ways to travel between the two including ferry, bus, airport express and high-speed train, metro and bus. It is known for its shopping destinations, including Luohu Commercial City, a massive mall with a vast array of wares. The city also features contemporary buildings, such as the 600m-tall skyscraper Ping An International Finance Centre, and several amusement parks.

In 1979, Shenzhen was a small border city of some 30,000 inhabitants that served as a customs' stop into mainland China from Hong Kong. Shenzhen, a boomtown in southern China's Guangdong province, is now known for its transformation from a tiny fishing village into a vast metropolis. In 2017, Shenzhen surpassed Beijing, Guangzhou and Shanghai to become the most appealing city for the Chinese public. The city is populated by the city flower, Bougainvillea and the City trees: Lychee and Mangrove.

Shenzhen hosts the Shenzhen Stock Exchange as well as the headquarters of numerous multinational companies such as JXD, Vanke, Hytera, CIMC, SF Express, Shenzhen Airlines, Nepstar, Hasee, Ping An Bank, Ping An Insurance, China Merchants Bank, Tencent, ZTE, Huawei, DJI and BYD. Shenzhen ranks 14th in the 2019 Global Financial Centres Index. It has the third busiest container port in the world.

The YouTube film by Bloomberg, Welcome to Shenzhen, China's Tech Megacity is an informative watch

<https://youtu.be/lcrfk6OoZlw>

The following article also gives 10 excellent reasons to visit Shenzhen:

<https://theculturetrip.com/asia/china/articles/10-excellent-reasons-to-visit-shenzhen/>



LOCATION AND THE SCHOOL

Merchiston International School is the first overseas campus of Merchiston Castle School, a top-ranked independent school located in Edinburgh, Scotland, UK with a glorious history of over 187 years. MIS is also the first truly authentic British International Boarding School in Shenzhen, providing a British international education and boarding system which is at present unique within the city.

Located in Longhua District in the north of Shenzhen city, MIS occupies a ground space of 20,000 square metres providing a building area of 50,000 square metres, which can accommodate 1,200 students with a maximum class size of 22 and 16 for Early Years.

The school opened its doors to boys and girls aged 4-18 (Years 1 – 13) on 27 August 2018. MIS shares the close foundational support and strong partnership of one of Scotland's leading independent schools. Threaded through the MIS education is the same ethos, identity and core pastoral tenets which characterise learning at MCS in Edinburgh. It is apt that MIS shares the same school motto of 'Ready ay Ready.' This school song is sung with as much conviction in MIS, Shenzhen as it is in MCS, Edinburgh.

The MIS students learn through a first-class international curriculum in state-of-the art facilities underpinned by the very best teachers throughout the school. MIS hires highly qualified, motivated and experienced staff who can develop young minds and help ensure the students become skilled and creative thinkers. Most of the teachers are from the UK, with a few specialist teachers from other countries and a strong Chinese team-teaching Mandarin.

A rigorous academic curriculum, myriad enrichment opportunities, nurturing family care and support in the boarding houses, strong links within the local and regional community and the opportunities for leadership and service all closely replicate those of MCS.



MISSION AND VALUES

Through an innovative curriculum, blending the essence of the best of both western and eastern cultures, we aim to inspire young people to become global citizens in the pursuit of personal excellence in all things and a passion for life-long learning.

The fusion between the sister school and MIS is also manifested in the mission statement of MIS:

"To give every student the capacity and confidence to live in a diverse, uncertain world, and to make that life as rich as possible. More specifically, we aim to encourage diligence, pride in achievement, honesty and independence, to face challenge, to accept responsibility, to show concern for others and the environment and develop wider skills and interests."

The statement of values resonates:

"Our community of students, teachers, support and administrative staff and parents, fosters all aspects of education including the sciences and the arts. We encourage a spirit of philanthropy, understanding and citizenship and the attributes of bravery, creativity and high moral standards and ethics."

Over recent months, the teams of staff and students have identified The MIS Values as follows:

- Collaborative
- Internationally minded
- Resilient
- Enquiring
- Responsible
- Positive
- Principled
- Respectful
- Expressive
- Adaptable



FACILITIES

The school campus provides an unparalleled educational space for learning and teaching and boarding accommodation. Impressive facilities include The Colinton Atrium, The Castle Hall, on-campus libraries, multi-media classrooms, integrated science laboratories, The Robertson Theatre, a black box theatre, an indoor swimming pool, a small football pitch, tennis courts, basketball facilities, bouldering wall and a fitness suite. As is often the case in the Far East, some of these leisure facilities are (safely) on the roof. All these facilities ensure that MIS integrates an exciting and adventurous campus life with a beautiful academic space for all students and teaching staff.

Whilst not seeking to replicate the historical campus of MCS, Edinburgh, the school design references the ethos, qualities and values of the school, translated in a contemporary manner, and reinforces the forward-thinking and 21st century outlook of the establishment.

The further provision of games-playing facilities is ongoing. The school dining hall provides healthy and balanced menus using organic ingredients where possible and implements the highest standards of food quality and safety, to ensure that the students' dining experience is not only delicious and palatable but safe and healthy. Napier Floor is situated on the 8th floor of the main building and enjoys an entertainment and memorabilia room for entertaining prospective parents and current parents. Nomenclature such as Colinton, Castle, Robertson and Napier reflects an apt mirroring of MCS, Edinburgh.

LEARNING AND TEACHING

The MIS curriculum and learning and teaching methods blend the very best Socratic western and Confucian eastern educational traditions. English is the primary language of instruction in MIS. Chinese culture is taught through the Art, Music and Performance Arts programme.

Students from Early Years to Year 9 study the English National Curriculum, with additional access to Mandarin (Putonghua) language learning as part of the core curriculum. Students from Years 10 to 13 study for IGCSE (International General Certificate of Secondary Education) examinations and GCE (General Certificate of Education) A Level examinations. The curriculum aims to support all the students and prepare them thoroughly for their future studies in world-renowned universities across the globe and, at the same time, to facilitate their access into China's society.

CO-CURRICULAR

Adopting MCS, Edinburgh's ethos, MIS features a wide range of co-curricular activities, supported by state-of-the-art teaching and sports facilities. MIS, like MCS, nurtures students and develops their talents in a diverse range of interests such as music, drama, art, science and technology; as well as mainstream sports including football, swimming, basketball, tennis and rugby. MIS also provides opportunities for adventure and outdoor activities such as golf, among others. MIS pursues a programme of enrichment including performing arts and music; drama; visual art; sport and co-curricular activities.

BOARDING, PUPIL SUPPORT AND PASTORAL

MIS offers three apartment buildings with state-of-the-art facilities, providing a living area of 10,000 square metres. Inheriting MCS, Edinburgh's boarding house system, MIS provides a family-style boarding system with high-quality child protection and safeguarding policies and procedures. The boarding system allows the houseparents and teachers to pay close attention to students both in and out of the classroom and helps students to build relationships and to care for others.

The thread of nomenclature is again important and significant as the three houses are called, Pringle, Chalmers and Rogerson. This mirrors the names of three houses at MCS, Edinburgh. Indeed, the MIS pupils also wear the Merchiston tartan as part of their school uniform. The uniqueness of MIS and its approach to boarding underlines the central importance of boarding at MIS.

This means that normal school learning is combined with the extra time available for the co-curricular programme and enrichment activities and the close and caring MIS family community is at the centre of the boarding experience in which students and staff work together to develop independence, team-building and leadership skills and resilience in the students. Such an approach to boarding in an International School in China may be unique. Further boarding facilities are under consideration.



MODEL OF GOVERNANCE

MIS is a school in its infancy and therefore many systems are bedding down. The best way to describe the model of governance is that this International School was inspired by a single investor Mr Lyu. Sitting behind Mr Lyu and MIS is the Lighthouse Investment Company.

There is a board of governors consisting of the following: the headmaster of Merchiston Castle School, Edinburgh; the deputy chair of the board of governors of Merchiston Castle School, Edinburgh who has a very good understanding of China; the chair of finance from The Lighthouse Company and the deputy chair of the board of governors, at this time, the former headmaster of Merchiston Castle School, Edinburgh from 1998 to 2018.

The deputy chair also acts as the safeguarding governor. The director of business attends the termly meetings and with the chair of finance produces a termly report on the operating plan, including the development of facilities, pupil number predictions and the like. In addition to the head's report, other senior members of staff submit reports and attend relevant parts of the meeting such as: the head of seniors, the head of juniors, the head of boarding and pastoral care, the designated safeguarding lead (DSL), the director of marketing and admissions and the staff elected representative. Governor training is provided on an annual basis. The head reports directly to the investor and chairman.



THE ROLE

The fact that the kitemark of the home school, MCS, Edinburgh, is well known across the British independent sector creates an excellent platform upon which to build, and to find outstanding candidates for MIS, Shenzhen. We expect this to be a highly attractive post for ambitious present principals of international schools, heads and deputy heads who wish to be involved in the continued development and successful running of this newly established and innovative initiative.

The successful opening of MIS in August 2018 by the founding head and the investor means that the next appointed head has the exciting opportunity to build on these sound foundations and continue to develop this ambitious, young school to the next level. Whilst the School opened in August 2018, the head must be a capable exponent of the apt skills of developing a start-up and newer operation with a sensitive and acute understanding of leadership. In terms of pupil numbers, the school is on a gradual growth pattern and an understanding of working in teams, marketing and operational delivery within carefully agreed budgets and five-year projections will all be necessary skills.

Shenzhen has become a very competitive market for international schools and candidates should be adept at making the best of competitive market forces. Moreover, an understanding of how to gain accreditation and an inspection will be necessary. Compliance and safeguarding issues are always at the heart of MIS.

Key Responsibilities

- Understand the importance of working closely with the investor and the board of governors in educational terms and business strategy so the overall strategic plan is fulfilled;
- Feel confident and comfortable with the Lighthouse Investment Company having a discreet base within MIS; understand, recognise and nurture the very best of the single investor model behind MIS; enjoy weekly meetings with the investor, enjoy the investor's presence in school and enjoy social functions outside school with the investor;
- Have the ability to understand and implement stability throughout the operations of the whole of MIS;
- Develop the very best positive working relationship with highly talented bilingual Chinese colleagues, and understand the importance of such staff being a bridge between academic staff and parents;
- Continue to develop and nurture an understanding of holistic education, learning and teaching, boarding, pupil support/pastoral care and the emphasis on co-curricular activities;
- In tandem with co-leaders of the school recruit the best possible staff and nurture the staff on their contracts and develop positive relationships with them to ensure the highest possible staff retention;
- Play an integral role with marketing and admissions in the recruitment of the best possible pupils;
- In tandem with the head of seniors, head of juniors and assistant heads continue and develop the established appraisal systems, pursue school evaluation leading to improvement and benchmark pupil achievement and attainment to ensure the best possible learning and teaching, within a liberal curriculum, is given to the pupils and students;
- Work with the head of boarding and pastoral ensuring that the boarding houses represent the very best of British boarding standards and that the co-curricular programme has a richness of experience;
- Work closely with the key staff from the Lighthouse Investment Company and the director of business to ensure that the operating plan, financial operations, systems and premises are well planned, managed and developed on budget;
- Develop and nurture a real sense of teamwork and "rowing in the same direction" with the senior management team, including effective individual and team processes of review and development leading both to improvement and the celebrations of success
- Understand that being the public face to the parents, prospective parents, pupils, government; the local education bureau and the Shenzhen community is vital in promoting the school.
- Have the ability to work in collaboration and partnership with the headmaster of Merchiston Castle School, Edinburgh, and any necessary educational consultants from MCS, Edinburgh through mutual links, to grow the best of an MIS/MCS kitemark where each can learn from the other, combining MIS's ethos with the best of China's approach to education.



THE PERSON

This is a demanding but immensely interesting job – a superb opportunity for someone who enjoys leadership in the UK or International Arena, has the ability to build strong and happy teams, can manage a growing organisation, has a passion and vision for education and the MIS dream/MIS vision. The person will be an adept “cross-cultural people manager” and they will possess strong commercial acumen and strategic vision.

The position will suit a person who is a confident, consolidating force with vision, able to inspire excellence in the team and who is not afraid of facing challenges. Excellent interpersonal skills will be essential. At the same time, understanding the nuances of Chinese culture and having an in-depth understanding of the International Schools’ market in China or Asia will be crucial.

Our Head will have:

- Proven and successful school leadership experience as an experienced head or an ambitious talented deputy with a minimum of five years in a senior managerial or equivalent position who has effectively developed, implemented and sustained strategic goals and vision within an organisation, with enough credibility to lead a school of this complexity and gain the respect of other school leaders, including the investor, pupils, staff and parents;
- A good understanding and commitment to school evaluation leading to continuous improvement (SELTi) and how a subtle manifestation of this type of leadership in terms of challenging, inspiring,

monitoring, motivating and supporting others can achieve the very best for all the pupils/students and the teams of staff;

- The skills and the “know-how” for a school which is still in its 2018 start-up phase in tandem with an all-embracing international education perspective;
- An overriding commitment to and passion for the education, well-being and development of young people within a 4 -18 British Curriculum School in China;
- Credible academic qualifications at an undergraduate degree level and/or further academic study at Masters or PhD level or a further professional leadership qualification in Education and Management such as an MA, MBA, NPQH;
- An understanding of contemporary education and the methods to build further success in an increasingly changing and competitive, international school Chinese market and keep abreast of global developments in high quality learning and teaching;
- A strong understanding, in tandem with the staff responsible, of the “what next?” expectations of students and parents, and entry requirements for the best world-class universities, a very important issue in Chinese culture;
- Outstanding communication skills and style, demonstrating authenticity, confidence, determination, engagement, inspiration, sensitivity and transparency;
- An appreciation of the importance of consultation and gaining consensus, yet simultaneously exude the desire and need for decisive leadership in tandem with an intuitive feel for the best working relationship with the investor, the Lighthouse Investment Company, the board of governors, and senior colleagues;
- The ability to stimulate and motivate senior leadership to work cohesively, collaboratively, all “rowing in the same direction” towards group aims;
- An appreciation of an interest in the role and potential of advancing technology and its ongoing impacts on development in learning in education and the ability to handle IT capably to support and enhance internal and external communications and professional working relationships;
- A commercial, networking and relationship-building strategic outlook on the International School sector in the Far East with an appreciation of the opportunities available in a changing international world;
- The ability to deal with all the business, financial and strategic aspects of operating in a growing school in the context of our “best of the east and west world’s” brand of education;
- The ability to represent the school and promote its interests at all levels of engagement both within and without the school;

- The ability to seek time to reflect, read widely and pursue continuous, personal and professional development all in the pursuit of becoming a lifelong learner and even better practitioner;
- A dynamic, positive problem-solving and innovative approach;
- The ability to remain calm under pressure and manage competing priorities in terms of the overall needs of the school;
- A flexible and adaptable mind-set and the ability to see the larger picture, politically astute and organisationally very aware with a real cross-cultural competence;
- The skill to manage time, delegate effectively and manage with a clear view of the way ahead;
- Energy, resilience and stamina
- Display that, uncanny ability to laugh at oneself and display a sense of humour through the challenges, lows and highs;
- The personality and depth of character which exudes personal values and characteristics such as enthusiasm, honesty, honour, integrity and a warmth of personality which all lead to remembering the mantra "Pupils First";
- China - specific qualities needed for success: humility; strength; patience; the ability to work at speed and understand the all-important "guanxi", as in the ability to form good business relationships, alongside a strong overall business operation, building trust and also understand the importance of "mianzi", as in maintaining and saving face.
- In addition to understanding Chinese culture, be excited and positive about living in China, making a difference and contributing to this country being a leading force in all aspects of today's global economy.

TERMS OF APPOINTMENT

Appointment for August 2021 or sooner by agreement. Competitive salary to be agreed upon appointment.

Benefits

Housing, utilities and internet connection at home

The Employee shall be entitled to receive a suitable house or apartment provided by the School through mutual agreement. In addition, major household appliances shall be provided by the School for use of the Employee at his/her home in Shenzhen to the extent not already provided. The cost of utilities and internet connection at the Employee's home in Shenzhen shall be borne by the School.

Medical Insurance

The Employee shall be enrolled in a group-type medical and hospitalization/dental insurance plan and a School approved disability insurance program in accordance with the provisions of the School's Policy Handbook Health. Coverage will also be provided to the Employee's spouse and eligible dependants. The premiums shall be approved in the School budget by the Board and shall be paid by the School. Any benefits available under such medical insurance plan are subject to the terms of such plan of the respective service provider, from time to time in force.

Retirement

The School shall contribute, over and above the Employee's Net Year Base Salary, 7% (that is 7 percent) in the first year, 8% in the second year, 9% in the third year and 10% every year thereafter of the Net Year Base Salary of the Employee into an Employee designated pension scheme or into a School-sponsored pension scheme,. Such contribution shall be subject to the rules of such scheme and any taxation limits from time to time in force.

Annual Leave

The Employee shall be entitled to vacation during each academic year of employment under this agreement as deemed appropriate through mutual agreement with the board. The leave must fit within the Employer's operating requirements.

Person or Professional Leave

The Employee shall be entitled to a maximum of 5 days leave per school year, for the purpose of personal or professional development.

Sick Leave

The Employee shall be entitled to 12 working days of sick leave during the school year. Unused sick leave may be accumulated from year to year to an amount not exceeding the total of 30 working days during any year of employment. The purpose of the sick leave shall be supported by documentary evidence issued by health professionals.

Relocation Expenses

If requested by the Employee, the School will cover the costs of one house-hunting trip to Shenzhen for the Employee and his spouse including the cost of airfare, and hotel for the duration of three days and two nights. Upon the Employee's arrival to take up employment in Shenzhen, the School will cover the cost of up to seven days in temporary hotel accommodation.

Overseas-hire transportation

The School will cover the costs of a flight to Shenzhen prior to the start date of employment, and the costs of a return flight to the designated home-of-record for the Employee and his spouse and eligible dependents annually and following the completion of the Agreement in accordance with the provisions of the School's Policy Handbook.

Shipping Allowance

The Employee's shipping costs will be paid for by the School upon relocation from Home of Record to Shenzhen as well as from Shenzhen to the designated home-of-record unless the Employer terminates the employment relationship for just cause. The School will choose an internationally recognized shipping company to undertake the move.

Laptop, Smart Phone and Fuel Expenses

The Board will provide a laptop and a smart phone for the Employee's official use and will cover the maintenance costs and work related charges including applicable taxes. The Employer will cover fuel expenses related to professional travel. Upon termination of the employment relationship, the Employee shall hand-over and return all assets (with special respect to the laptop and the smart phone) made available to the Employee but, which are owned by the Employer on the basis of a hand-over list to a person, at a time and in the manner defined by the Employer.

Settling-In Allowance

The Employer shall provide the Employee with a Settling-In Allowance of RMB10,000 on first appointment.

Free Education for Eligible Dependent Children

The School shall provide free education at the school in Shenzhen for all dependent children of school age of the Employee.

Visas and Permits

The Employer shall provide all assistance and meet the cost of all visas and permits required by the Employee regarding his employment in China.

Pre-Employment Medical

The Employee is required to undergo a pre-employment medical prior to employment at the School and to provide an authorized medical report to the School. The cost of the Pre-Employment Medical will be borne by the School.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Merchiston International School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code GAJAOA.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Friday 3 April 2020**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*



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