Australian International School Hong Kong

Leadership and Teaching Positions

2013 - 2014

Information for Applicants

Australian International School Hong Kong
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INTRODUCTION

Australian International School Hong Kong (AISHK) is seeking applications from appropriately qualified and experienced persons for the following leadership and teaching positions:

**Primary Division:** Applications addressed to Mrs Leonie Drew, Principal Primary and Co Head of School.

- Dean of Studies (Primary)

**Specialist Positions:**

- Teacher-Librarian (P-6)
- Literacy Intervention Specialist (Primary)

Each position offers the successful candidates a unique opportunity to play a pivotal role in the next exciting phase of the school’s development, as we further enhance the school’s reputation as a centre of excellence of Australian and international education. The school has the full support of a dedicated Board and an Advisory Council of prominent individuals.

The new appointees will take up their appointments on **17 January 2013.**
WHO WE ARE – OUR MISSION, PRINCIPLES AND VALUES

Our Mission
Our school mission is to provide a world class international school where students, through active participation, achieve their personal best to become skilled, healthy, influential and responsible international citizens.

Our Principles
At AISHK we are committed to:
- excellence
- cohesion and diversity
- a community of learners
- developing all students intellectually, socially, physically, spiritually and ethically in congruence with Australian culture
- lifelong learning within the international community.

Our Values
- Excellence
- Collaboration
- Respect
- Responsibility
- Honesty
- Integrity
- Diligence
- Equity
- Trust
- Creativity

The School
Founded in 1995 with merely 24 students, AISHK enrolments have increased each year and now stand at over 1100. The school employs 160 staff and of these, 92 are teachers with the balance comprised of classroom assistants, administration and general support staff.

AISHK is dedicated to providing quality Australian education to children in Hong Kong. From inception, the curriculum has been based on Australian curriculum documents and educational requirements.

AISHK is highly regarded as an educational establishment in the HKSAR, in what is a highly competitive market for educational services, the consistently large annual increases in enrolments is testimony to the standards of teaching and administration established to date. The majority of teachers are drawn from Australia and New Zealand on a renewal-contract basis.

The majority of students are Australian passport holders with a small percentage of New Zealand students, the remainder come from a range of cultural backgrounds. Student make-up reflects many Australian schools with its cultural diversity and range of abilities. The school has students working in their second or third language as well as students with special learning needs.

AISHK has become a focus for the Australian community in Hong Kong and is strongly supported by the five founding organisations: the Australian Consulate; Australian Chamber of Commerce in Hong Kong; Federation of Australian Alumni Association; and the Australian Association and Australian Chinese Association. A growing number of “Support Australia Groups” in Hong Kong also support the school and these include CPA Australia, the Institute of Chartered Accountants in Australia, Australian Tourist Commission, Australian Doctors and Dentists Association and the Institute of Australian Engineers in Hong Kong.

The school operates as a Foundation and is a registered charity. There is no government or other subsidy with school fees being the major source of income. A not-for-profit school, AISHK places emphasis on providing the best resources possible to enable effective learning and teaching to occur.
**Education Program**

AISHK offers an educational program from Reception Year (pre-school) to Year 12. AISHK students sit for the Australian National Assessment Program – Literacy and Numeracy at Year 3, 5, 7 and 9 and the NSW Board of Studies Higher School Certificate. Students are also entered for academic competitions in several subjects. Senior students (Years 11 and 12) are also offered the option of studying the IB Diploma program.

The Australian curriculum provides for a wide range of subjects and AISHK offers a range of pathways to tertiary education. Graduates are currently studying in tertiary institutions in Australia, UK, USA, Japan and Hong Kong. In Primary School there is an emphasis on literacy, numeracy and Chinese (Putonghua). Information Technology is well supported and there is a wide extracurricular program which involves all teachers and students.

The Learning Enrichment Centre staff work with students who have an identifiable special teaching or learning requirement. For those students for whom English is a second language, support is provided when required.

**Management**

The Foundation governs the school through its Board of Governors. Responsibility for the day-to-day management of the school is delegated to the Heads of School.

The Heads of School are supported in this task by a management team known as the School Executive. Their purpose is to advise and report to the Board with regard to the School’s Strategic Development Plan, School Management, Goals and Key Performance indicators.

From January 2013 the School Executive team will be chaired by the Co Heads of School and the members will be:

- Mrs Leonie Drew, Principal Primary and Co Head of School
- Mr Phillip Waugh, Principal Secondary and Co Head of School
- Mr David Christmas, Business Administrator
- Mr Alex Gibbs, Director of Development and Community Relations

In addition to the School Executive, from January 2013 we will have a School Leadership Team who will ensure all policies, procedures and processes align with the School’s Mission Statement and Values. This team will also manage the day to day operations and optimise learning and teaching opportunities for all students and plan strategically for the future.

The School Leadership team will be chaired by the Co Heads of School and the members will be:

- Mrs Leonie Drew, Principal Primary and Co Head of School
- Mr Phillip Waugh, Principal Secondary and Co Head of School
- Mr David Christmas, Business Administrator
- Mr Alex Gibbs, Director of Development and Community Relations
- Mr David Shirley, Assistant Principal, Primary
- Mr Howard West, Assistant Principal, Secondary
- Dean of Studies (Primary) *new position
- Dean of Studies (Secondary) *new position
Vacancy Roles and Responsibilities (Contract period 17 January 2013 to 31 December 2014)

DEAN OF STUDIES - PRIMARY

Role Statement
As a member of the School Leadership Team, the Dean of Studies - Primary reports to the Principal Primary and works closely with the Assistant Principal Primary, Head of Learning Strategies, Head of Early Childhood, Year Leaders and the Dean of Studies – Secondary as required.

The Dean of Studies – Primary is accountable for the curriculum and teaching practice offered to students across all Key Learning Areas (K-6) and the primary purpose of this position is the management of AISHK primary curriculum programs ie the Australian Curriculum (ACARA) K-6 and the oversight of the planning, documentation and implementation of best practice pedagogy.

This role involves close liaison with all Year Leaders, Heads of Departments and Co-ordinators, and through them the teachers of all primary students. The Dean of Studies ensures individual student learning styles are identified and differentiation in teaching practice, so as to effectively respond to these learning styles, is both encouraged and enhanced across the Primary Division.

Duties and Responsibilities:

- Work closely with the Head of Early Childhood, Year Leaders and specialist teachers of other learning areas to ensure the Australian Curriculum (ACARA) K-6 is developed and implemented effectively.
- Maintain an up to date knowledge of the Australian National Curriculum, informing relevant staff of changes and new initiatives. Where applicable making recommendations to the Co Head of School/Primary Principal.
- Develop, co-ordinate and monitor the curriculum across all learning areas, K-6, and identify and adopt the most effective learning approaches, including a focus on different learning styles.
- In collaboration with the Head of Learning Strategies, ensure programs are provided which will cater for students across the full spectrum of learning abilities i.e. programs that cater for students with learning needs as well as students identified as gifted and talented learners.
- To be proficient and knowledgeable about the Inquiry Process.
- Assist with mentoring new teachers and the professional development of all teachers including organising and leading training and professional development. In consultation with the Director of Human Resources advise staff of opportunities to participate in and contribute to ongoing professional development activities which provide students with optimum learning opportunities and which promote the AISHK program across the world.
- Ensure documentation, assessment, record keeping and reporting for all primary curriculum programs are managed effectively. Compilation, analysis and publication of primary student assessment and standardised testing; including NAPLAN.
- In collaboration, review and update policy documentation related to primary curriculum.
- Manage the development of the Primary School Timetable for the next academic period.
- Assist with the management of primary administration including staff absences and relief teachers with the Assistant Principal Primary.
- Chair the Primary Leaders’ Curriculum Team meetings; collecting agenda items and disseminating planning and information.
- Liaise with the Assistant Principal Primary and School Counsellor on pastoral care issues that impact on student learning.
- Be responsible for the review, assessment and procurement of new teaching and learning resources in consultation with the Head of Early Childhood and Year leaders and oversee curriculum budgets.
- Inform and educate parents on new curriculum programs and initiatives.
- Teaching duties as required.

Essential Qualifications and Skills

- Have qualifications and experience in teaching and leading across the primary years.
- Workable knowledge of the Australian Curriculum (ACARA) K-6 and awareness of relevant implementation timelines.
- Effective interpersonal and communication skills.
- Demonstrated excellence in classroom teaching and management practices.
- Proficiency in and capacity to role model the use of innovative educational technology in the classroom.
- Capacity to mentor and offer professional leadership to primary teaching staff.
TEACHER-LIBRARIAN P-6
Role Statement
Reporting to the Director of Learning Resources and Principal Primary, the P-6 teacher-librarian will work in collaboration with colleague librarians and library staff to provide optimum information management experiences, systems and processes which enhance learning and teaching.

The main areas of responsibility are:
1. Developing and documenting effective literature and information literacy teaching and learning programs in collaboration with class teachers.
2. Co-operatively plan and teach units of work with classroom teachers to develop information literacy.
3. Being informed and proactive about current curriculum developments incorporating the essential knowledge and skills into teaching and learning programs.
4. Actively promoting student information literacy across the curriculum and assisting students to seek, critically evaluate, synthesise and present information.
5. Being inclusive of the diverse needs of learners, catering effectively for the range of abilities within each class group.
6. Developing strategies to foster a love of reading and literature for leisure and promoting best quality literature and authors reflecting a variety of cultures and themes ensuring that the library resource centre is multi-functional and a focal point for student learning.
7. Guiding students in their reading choices and exposing students to a range of genres in both print and digital formats and assisting students to use a range of resources and technologies.
8. Using selection tools/reviewing journals to keep informed about current literature for children and young adults.
9. Employing strategies to maximise access to print and electronic resources and selecting resources to support the information needs of the school community including facilitating access to community resources and information services.
10. Participating fully in the co-curricular life of the school which includes extra-curricular/after-school activities/sport; school camps; performance events/public events; outreach/community programs; parent functions and school publications.
11. Maintaining public display areas for educative and aesthetic value.
12. Actively supporting and enforcing all school policies and in particular uniform and behaviour.
13. Participating in the collegial association of staff and make a positive contribution to the culture and ethos of the school.
14. Completing rostered duties and other duties as required by executive staff.

LITERACY INTERVENTION SPECIALIST
Role Statement
The Literacy Intervention Specialist will report to the Head of Learning Strategies. This role also involves close liaison with other teaching staff.

Building on the school's learning support plan and working with the Learning Enrichment Centre, the Literacy Intervention Specialist creates and executes appropriate and research based intervention strategies to address each student's needs so that each student makes consistent progress in the areas of diagnosed need.

The Literacy Intervention Specialist is responsible for:
- assisting with the planning, implementation, and organisation of language and literacy intervention for the primary years;
- promoting language and literacy development for early childhood children;
- identifying students in need of language and literacy intervention particularly EAL students;
- providing training and information on intervention strategies and techniques for teachers;
- designing and demonstrating specialised instruction for staff;
- providing direct literacy intervention for children and modelling strategies to teachers;
- preparing individualised intervention plans for students.

Desirable Criteria:
- Experienced and successful Primary classroom teacher
- Experienced in teaching literacy strategies to early childhood and primary students
- Demonstrated ability to create highly engaging literacy programs based on individual needs and experience evaluating such programs
- Demonstrated experience implementing formal assessments, analysing results, and using data to inform determination and application of interventions
- Highly developed ICT skills
- Excellent interpersonal skills
- Reading Recovery, Early Years, First Steps and EAL training, would be advantageous
Recruitment Process

Applications should, where possible, be forwarded electronically. Please address applications should be addressed to Mrs Leonie Drew, Principal Primary and Co Head of School at employment@aishk.edu.hk.

Applications should consist of:-

1. **A two page personal statement**

2. **A Curriculum Vitae which includes:**
   - Full name (as written in passport);
   - Residential Address (not PO Box), telephone and fax numbers and e-mail address;
   - Academic and professional qualifications;
   - Current position and areas of responsibility;
   - Recent, relevant, evidence of prior teaching and/or leadership experience;
   - Cultural and recreational interests;
   - The names, email addresses and telephone numbers of two referees who may be approached in confidence about the applicant. These referees should be aware that we may call prior to, or following an interview and should be able to provide information about the applicants recent education experiences; and,
   - A recent photograph.