



Deputy Head of Primary Student Experience and Wellbeing



Applicant Information
Booklet

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Welcome from the Head of School

Mina Dunstan

Thank you for your interest in the role of Deputy Head of Primary at the Australian International School Hong Kong (AISHK). It is a pleasure to welcome you into our recruitment process and to introduce you to our school community.

At AISHK, we are proud to deliver a high-quality Australian education within a vibrant, globally connected environment. Our purpose is centred on discovering the potential in every student, fostering a strong sense of belonging, and providing a **balanced education** that enables young people to flourish academically, socially and emotionally. This commitment to balance sits at the heart of our approach, with wellbeing, positive relationships and a strong pastoral foundation complementing our academic excellence.

What distinguishes AISHK is the strength of our community and the clarity of our values. We prioritise people, relationships, learning and leadership and we work deliberately to cultivate a culture defined by trust, respect and collaboration. Our leaders play a critical role in this by modelling integrity, empathy, courage and resilience and creating an inclusive environment where both students and staff feel supported to grow and succeed.

The Deputy Head of Primary role represents a significant professional opportunity to influence both learning and culture. Working closely with the Head of Primary and a strong leadership team, you would have the opportunity to shape teaching and learning, strengthen wellbeing and pastoral care, and contribute to a future-focused, cohesive Primary School. We seek a leader who thinks strategically, communicates with clarity and empower others by bringing both a strong instructional focus and a deep commitment to student and staff wellbeing.

Beyond the school itself, Hong Kong offers an exceptional context in which to live and work. As a dynamic, international city, it provides unparalleled access to cultural experiences, global connectivity, and a vibrant professional community. For many of our staff, Hong Kong is not only a place of professional growth, but a place where rich personal experiences and a strong sense of community are formed.

As Head of School, I am deeply committed to fostering a culture of professional trust, continuous learning and innovation. AISHK is a school where capable and values-driven leaders can make a genuine and lasting impact.

I hope that as you learn more about AISHK, you gain a clear sense of both the professional opportunity and the values-led, supportive environment that define our school. I very much look forward to the possibility of welcoming you to our community.

With respect,
Mina Dunstan, *Head of School*



Our School

Situated in Kowloon Tong, Australian International School Hong Kong (AISHK) is a non-profit, co-educational day school for students from Kindergarten to Year 12.

Founded in 1995 to fulfil the growing demand for a premier Australian educational institution in Hong Kong, the School today welcomes more than 1,100 students. Operating on an Australian school year (late January to mid-December), AISHK is the only school in Hong Kong to utilise the Australian curriculum.

Primary students study the Australian national curriculum and students in Years 7-10 study the NSW Stage 4 and 5 curriculum, with school based examinations and assessments at the end of Year 10. Students are also entered for academic competitions in several subjects along with the Australian National Assessment Programme – Literacy and Numeracy in Years 3, 5, 7 and 9.

AISHK offers senior secondary students (Year 11 and Year 12) the option to undertake either the New South Wales Higher School Certificate (NSW HSC) or the International Baccalaureate Diploma (IBDP), creating a seamless transition to all universities in Australia and around the world.

Our Wellbeing Programme complements the school's rigorous academic focus while enabling students to celebrate excellence, develop confidence, and maintain meaningful friendships.



Role Purpose

The Deputy Head of Primary – Student Experience and Wellbeing is a member of the Primary Division Leadership Team and the broader School Executive. Reporting to the Head of Primary and the Head of School, this role provides strategic and operational leadership to ensure the delivery of a high-quality, inclusive, and future-focused primary educational experience.

The role has a particular focus on student wellbeing, pastoral care, staff leadership, community engagement, and operational effectiveness, ensuring that school culture, policy, and practice align with the school's vision, values, and strategic direction.

The Deputy Head models exemplary professional practice, promotes a positive and inclusive school culture, and fosters strong relationships between students, staff, families, and the wider community.



Leadership Commitment

Leaders in our school community embody integrity, empathy, courage and resilience and will serve the needs of the AISHK community. They will inspire, support, nurture and guide students and staff, fostering and modelling a positive and inclusive environment for all.

The characteristics expected from all leaders at AISHK:

- **High Standards:** Leaders will set and uphold high standards for themselves, others, and the school. They will empower and support others to grow and develop professionally.
- **Effective Communication:** Leaders will be effective communicators who inspire and motivate the school community while driving action and accountability in colleagues.
- **Big Picture Thinking:** Leaders will encourage others to think of the bigger picture and help them understand the opportunities and challenges facing the school.
- **Workplace Culture:** Leaders will build and drive a workplace culture that aligns with the school's vision, purpose, and values. They will model self-awareness as they encourage, support and promote positive wellbeing for staff and students.
- **Collaboration:** Leaders will be champions of collaboration who nurture staff engagement, cohesion, and trust with and among others.
- **Open-Mindedness and Innovation:** Leaders will model open-mindedness when leading change and solve problems creatively, innovatively, and sustainably.
- **Futures Outlook:** Leaders will demonstrate a futures outlook in their leadership. They will build the capacity of others whilst transforming their personal growth within, and beyond AISHK.

Key Areas of Responsibility

Student Wellbeing

- Lead and oversee student wellbeing, pastoral care, and behaviour support frameworks inclusive of the AISHK behaviour management plan.
- Work closely with Heads of Year, counsellors/psychologists, House Patrons and Head of Primary Learning Support teacher.
- Manage and support restorative practices, student discipline, and case management.
- Oversee wellbeing data, ensuring effective tracking, intervention, and reporting.
- Support and develop student leadership opportunities within the Primary School.
- Lead crisis response, risk assessment, and complex student case coordination when required.

Staff Leadership, Mentoring and Professional Learning

- Provide professional guidance, coaching, and mentoring to teaching and support staff.
- Manage induction, mentoring, and probation processes for new staff.
- Plan, lead, and evaluate professional learning and development aligned with Professional Growth Plans.
- Support staff wellbeing and morale, offering advice and strategies as required.
- Contribute to staff performance review and workforce planning processes.

Community Engagement

- Build strong, respectful partnerships with parents, carers, and the wider community.
- Develop, lead and support parent education initiatives and information sessions.
- Communicate effectively with families regarding wellbeing and school initiatives.
- Contribute regularly to school communications and public-facing events.
- Represent the school in professional associations or community forums as appropriate.

Operational and Administrative Management

- Support the daily operational management of the Primary School.
- Coordinate staff absences, relief staffing, and duty rosters.
- Assist with timetabling, staffing allocations, and class organisation.
- Oversee risk management processes for excursions, camps, and events.
- Lead and coordinate primary school events.
- Ensure accurate documentation, student records, and reporting processes.
- Support enrolment processes, including applications, testing, and transition planning.
- Undertake additional operational or administrative duties aligned with the seniority of the role, including involvement in co-curricular activities, school events, admission assessments and tours.
- Assist in recruitment and onboarding of new staff.

Policies, Compliance and Safeguarding

- Ensure child safety and wellbeing policies are understood, implemented, and monitored.
- Actively promote a culture of safeguarding and student protection.
- Ensure staff compliance with legal and regulatory obligations, including child safety and duty of care.
- Undertake all responsibilities in accordance with school policies, ethical standards and safeguarding.
- Designated primary safeguarding lead.

Teaching, Learning and Curriculum Support

- Maintain expert knowledge of the Australian Curriculum (ACARA) and Early Years Learning Framework (EYLF).
- Support high-quality teaching and contemporary pedagogy across the Primary School.
- Work collaboratively to ensure curriculum consistency, assessment integrity, and inclusive practice.
- Assist with learning support, enrichment, and extension programs in collaboration with relevant leaders.
- Model exemplary classroom practice through teaching allocation.

Essential Criteria

- Qualified and practising primary school leader and teacher with relevant Master's level or additional qualifications and a commitment to life-long learning.
- Proven leadership and management experience within a Primary School context.
- Highly effective interpersonal, communication, and relationship building skills with students, staff, parents, and the wider community.
- Demonstrated capacity to lead change, innovation, and improvement aligned with strategic priorities.
- Ability to model exemplary classroom practice and contemporary pedagogy.
- Experience coaching, mentoring, and developing effective teams.
- Demonstrated experience leading professional learning for teachers and teaching assistants.
- Experience implementing and supporting the Australian Curriculum (ACARA) and understanding of the Early Years Learning Framework (EYLF).
- Demonstrated high level organisational, administrative, and time-management skills.
- High level of digital capability, including the ability to role-model innovative educational technology.
- Demonstrated ethical practice, sound judgement, and understanding of professional conduct and child safety obligations.
- Knowledge and commitment to universal design for learning practices (UDL), inquiry learning, visible thinking and play based learning would be an advantage.
- Positive, enthusiastic, and growth-oriented disposition, with a strong commitment to school culture and community life



Application Process

For a confidential discussion or enquiries about the application process, please contact:



Alice Jackson
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(+61) 02 8029 6957



Sam Gencturk
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Applications should be submitted as a single PDF document containing

- A one – page covering letter
- A maximum two - page statement addressing the Criteria outlined above. Please include relevant examples to demonstrate your experience and capabilities.
- A Curriculum Vitae, including contact details of two professional referees to whom you have reported.
- Copies of relevant teacher registration and qualifications including academic transcripts.

Applications must be addressed to Alice Jackson and Sam Gencturk

Application Timeline

Applications close: Friday 29th May 2026

Virtual Panel Interviews: Monday 8th June & Tuesday 9th June

Onsite Interviews at the Australian International School Hong Kong: Monday 22nd June & Tuesday 23rd June

Start Date: January 2027





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