



ASHVILLE
INTERNATIONAL KINDERGARTEN
& NURSERY (LANTAU ISLAND)

In Partnership with
Ashville College, Harrogate, UK

HEAD OF ASHVILLE INTERNATIONAL KINDERGARTEN AND NURSERY (LANTAU ISLAND)

Information for candidates
December 2018



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www.ashville.co.uk

SUMMARY

Following the retirement of the current Vice Principal, we are currently looking for an inspirational Head for our kindergarten and nursery in Hong Kong.

Kind Hing Trinity International Kindergarten and Nursery has recently entered into a partnership with Ashville College. The new partnership commenced in September 2018 and the new Head will take over the management of the kindergarten. Further information on each of the schools is enclosed.

The successful candidate will be based on Lantau Island, Hong Kong and will work alongside and receive support from colleagues in the UK at Ashville College.

This brief provides information about the schools and the partnership and it also outlines the scope and responsibilities of the new post, as well as how to apply.

I do hope that, having read this candidate brief, and having satisfied yourself that you possess the necessary skills and experience to fulfil the role, you will wish to pursue an application further.

Richard Marshall
Headmaster



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BACKGROUND

Message from the current Vice Principal, Ashville International Kindergarten and Nursery

Right from the designer's board, I have been actively involved in developing an amazing space for children to grow and learn, with the sea and island around us as a living background to our school. With lots of inspiration from Reggio Emilia, the school is a beautiful environment for both the children and our teachers.

However, a school is not successful without an amazing team – from the top Management to the support staff, every member takes the vision of International focus and excellence in Early Childhood education forward. We value each member of our team and this has meant that we have continuity of staff, whose input and ideas are valued and sought after.

We are blessed to have a parent body which is actively involved in the many creative projects, excursions in the community and drama productions that are regular events at our Kindergarten. Coming from many different countries, we encourage parent input in our curriculum, so that the children get an authentic and broad world view.

As we go forward into our third year, we are honoured to have the team at Ashville College joining us to grow our school into primary and secondary education for our community and families.

Sue Woods
Vice Principal



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Partnership

Ashville College has signed a partnership agreement with Kind Hing International Kindergarten and Nursery located on Lantau Island, Hong Kong which took effect from September 2018, after which time KHT was formally re-branded as Ashville International Kindergarten and Nursery (Lantau Island).

The vision is to raise the standard of the current international educational provision on Lantau Island, Hong Kong. The kindergarten is the first step in this partnership, and other opportunities are also being explored in Hong Kong and mainland China.

It is very clear that Ashville College's approach to child-focused education and learning is very closely aligned with Kind Hing's own ethos. Both schools have a philosophy of offering a nurturing environment where pupils can grow in creativity, communication and learning.

Small class sizes ensure that pupils get the attention they deserve from highly qualified teachers, allowing them to flourish from the age they start at two, through to when they leave our school at the age of six.

As part of the agreement, Ashville College will develop the curriculum, provide assistance on quality assurance and will support the new Head in the management of the kindergarten.

The aim is to gradually expand the Ashville Hong Kong school operation from a kindergarten to a full educational provision for pupils aged three to 18. In the interim, the next stage will be the growth of a Junior School which will cater for six to 10 year-old pupils. We hope that this will be possible in the next 12 to 18 months and there may be a role in this expansion for the new Head.



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Ashville International Kindergarten & Nursery

Our school is an international kindergarten and nursery which follows the Early Years Foundation Stage (EYFS) UK-based curriculum teaching children aged 2-6, with a strong focus on the creative arts. Pupils learn primarily in English, with a weekly immersion day of Cantonese and regular Mandarin lessons.

The kindergarten has space for 80 pupils. There are currently eight members of teaching staff (half native English speakers, half local Hong Kong teachers) and three members of support staff.

The pupils are predominantly western, but there are a number of Chinese and Hong Kong pupils in the school. Our school is "Top Schools" accredited and is recognised for the amount of space available to the pupils (classrooms are large by Hong Kong standards), the low pupil to teacher ratio, the access to outdoors space and its strong focus on drama and music in the curriculum.

Further information is available at www.ashville.edu.hk



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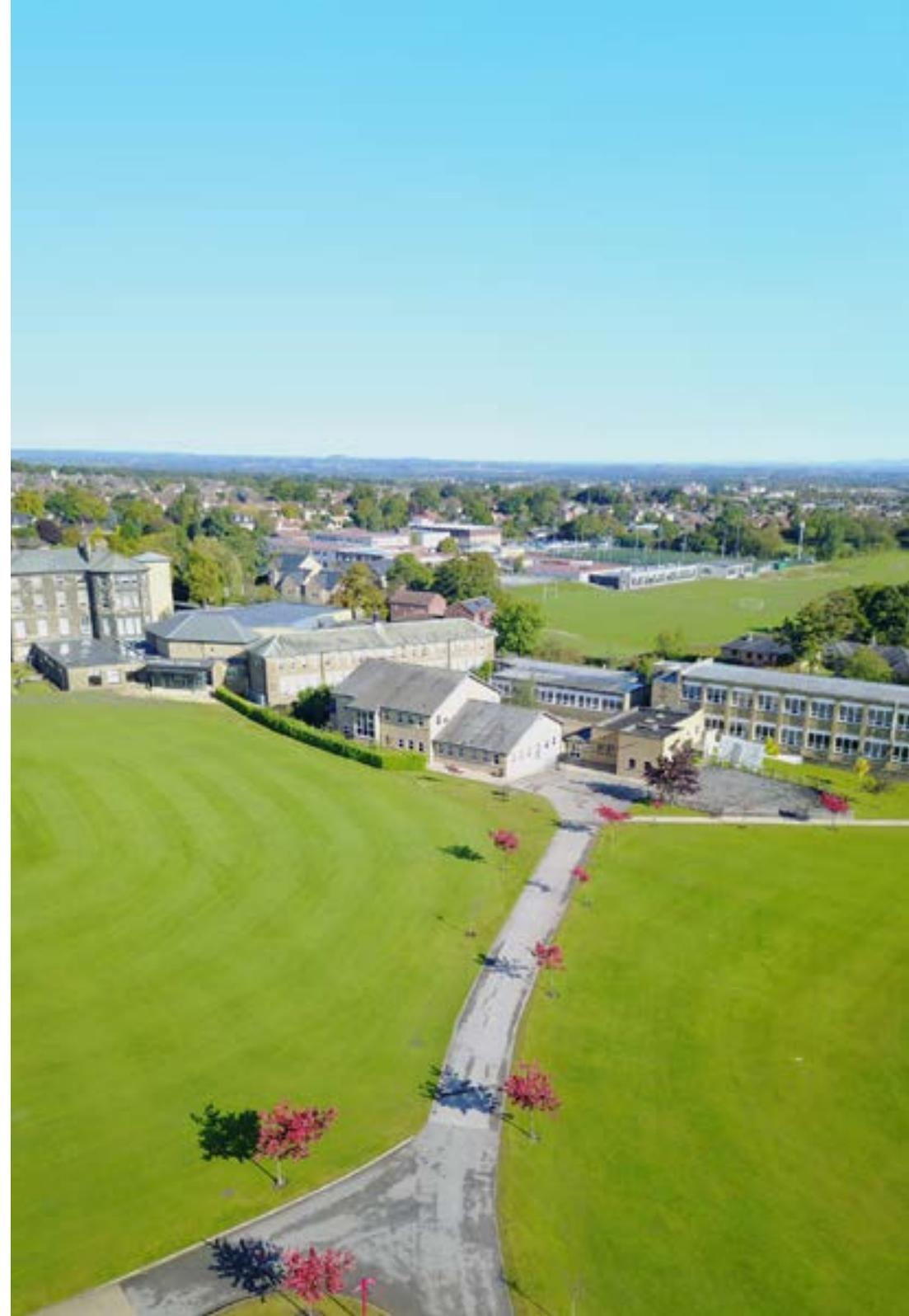
Ashville College is a selective HMC and IAPS independent day and boarding school in the UK, educating around 875 boys and girls, aged three to 18. The College is located in 64 acres on the outskirts of Harrogate and is an associate member of the Methodist Independent Schools Trust.

The school opened in 1877 with two members of staff and just 30 pupils; all boys and most of whom were the sons of Methodist clergy. Today the school has grown to over 300 members of staff and 875 pupils, of whom 100 are boarders from 15 different countries.

Reflecting its international outlook, Ashville is the only school in the North of England to be accredited by the New England Association of School and Colleges to award US High School diplomas.

The College has over 50 years' experience of teaching Hong Kong children who have boarded at the school; and many Old Ashvillians have gone on to have very successful careers in Hong Kong and across Asia. It is this experience that makes Ashville well suited to this next step of partnering with an education group in Hong Kong.

Further information on Ashville is available at www.ashville.co.uk



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JOB DESCRIPTION FOR ROLE OF HEAD

STRATEGIC LEADERSHIP

- 1 To analyse and plan for the future needs and further development of the School within the local, national and international context.
- 2 To work with the Governing Body and the Director of Ashville Education to develop a new Strategic Plan for the School.
- 3 To involve key School senior staff in developing the Strategic Plan, and to communicate the strategy effectively with all School staff.
- 4 To keep the Strategic Plan under constant review, and translate it into clear and measurable targets (including the use of Key Performance Indicators).

ACADEMIC AND EDUCATIONAL LEADERSHIP

- 1 To provide strong leadership to the whole School community by leading the continued development of an appropriate EYFS international curriculum.
- 2 To ensure that lessons delivered across the School are consistently of the highest standard, and that they provide appropriate challenge for all pupils.
- 3 To lead all procedures relating to pupil assessment and communication of relevant information regarding pupil progress via reporting to parents.
- 4 To support and develop further the considerable extra-curricular programme currently offered by the School.

PROFESSIONAL LEADERSHIP AND SCHOOL MANAGEMENT

- 1 To motivate, support and challenge all staff in order to ensure that a School culture exists of teamwork and dedicated engagement for everyone.
- 2 To lead and delegate responsibility accordingly for staff timetabling, teaching allocations, daily staff duties and staff absence.
- 3 To develop and implement all School policies and procedures, including Performance Management for all staff.
- 4 To ensure that an appropriate system is in place to recruit, reward and retain staff of the highest calibre, including a strong Senior Leadership Team.



BUSINESS MANAGEMENT

- 1 To work with the Governing Body and the Director of Ashville Education to manage all strategic financial planning for the School.
- 2 To manage all School budgets, including staffing, teaching resources and staff professional development.
- 3 To lead all marketing of the School in conjunction with the Ashville College Director of Marketing and External Relations.
- 4 To undergo relevant Business Management training as directed by the Governing Body and the Director of Ashville Education.

EXTERNAL ENGAGEMENT

- 1 To be an ambassador for the School, representing its ethos and values to parents, prospective parents and external agencies.
- 2 To communicate with parents clearly and consistently at all times, using the appropriate communication channels.
- 3 To ensure that appropriate marketing strategies are in place to actively promote the School.
- 4 To continue developing strong links within the Lantau Island community and further afield, e.g. with other educational providers and local businesses.

HEALTH & SAFETY AND SAFEGUARDING

- 1 To ensure that the School is a safe environment for all staff and pupils, and that the School complies with Hong Kong Health & Safety legislation.
- 2 To take responsibility for all educational trips and visits, and to risk assess accordingly.
- 3 To ensure that all safeguarding policies and procedures are robust to protect staff and pupils at all times.
- 4 To train staff in safeguarding as appropriate, and to keep all staff informed regarding safeguarding developments and updates.

The job description for this role will be reviewed as part of the annual appraisal process.



SKILLS AND QUALIFICATIONS REQUIRED

FOR THIS ROLE, WE REQUIRE THAT THE NEW HEAD MUST:

- 1 Possess a strong, practical knowledge of Early Childhood education, particularly in relation to the 2017 EYFS statutory framework.
- 2 Have an appropriate qualification in early years (for example, Level 5 Diploma in Leadership for the Children and Young People's Workforce or a degree in early years education).
- 3 Have recent experience of working in a UK-based nursery or school.
- 4 Have experience of leadership in early childhood education and of managing staff, for example as a nursery manager, head teacher or similar role.
- 5 Have a sound understanding of safeguarding best practice and its implementation.
- 6 Demonstrate the ability to work with and communicate effectively with people at all levels (including parents, staff, and the governing body).
- 7 Be able to manage the day-to-day financial aspects of a kindergarten, including budget management.
- 8 Be able and willing to undergo initial training at Ashville College, prior to appointment.

IDEALLY (THOUGH NOT ESSENTIALLY), OUR NEW HEAD SHOULD ALSO:

- 1 Demonstrate a passion for the creative arts (art, music, drama).
- 2 Understand the challenges and rewards of working in international education.
- 3 Have basic skills in spoken Cantonese (or a willingness to learn).



REMUNERATION AND HOW TO APPLY

The remuneration and benefits package will reflect the significance of this post, and will include:

1. A competitive salary.
2. Fabulous working conditions on Lantau Island, Hong Kong.
3. 50% fee remission on school fees.
4. Support with visa applications as required.
5. Relocation assistance.

To apply, please send a letter of application (no more than two sides of A4) outlining your relevant experience and also why you think you might be suited to this role. You should also complete an Ashville teaching post application form which you can [download here](#).

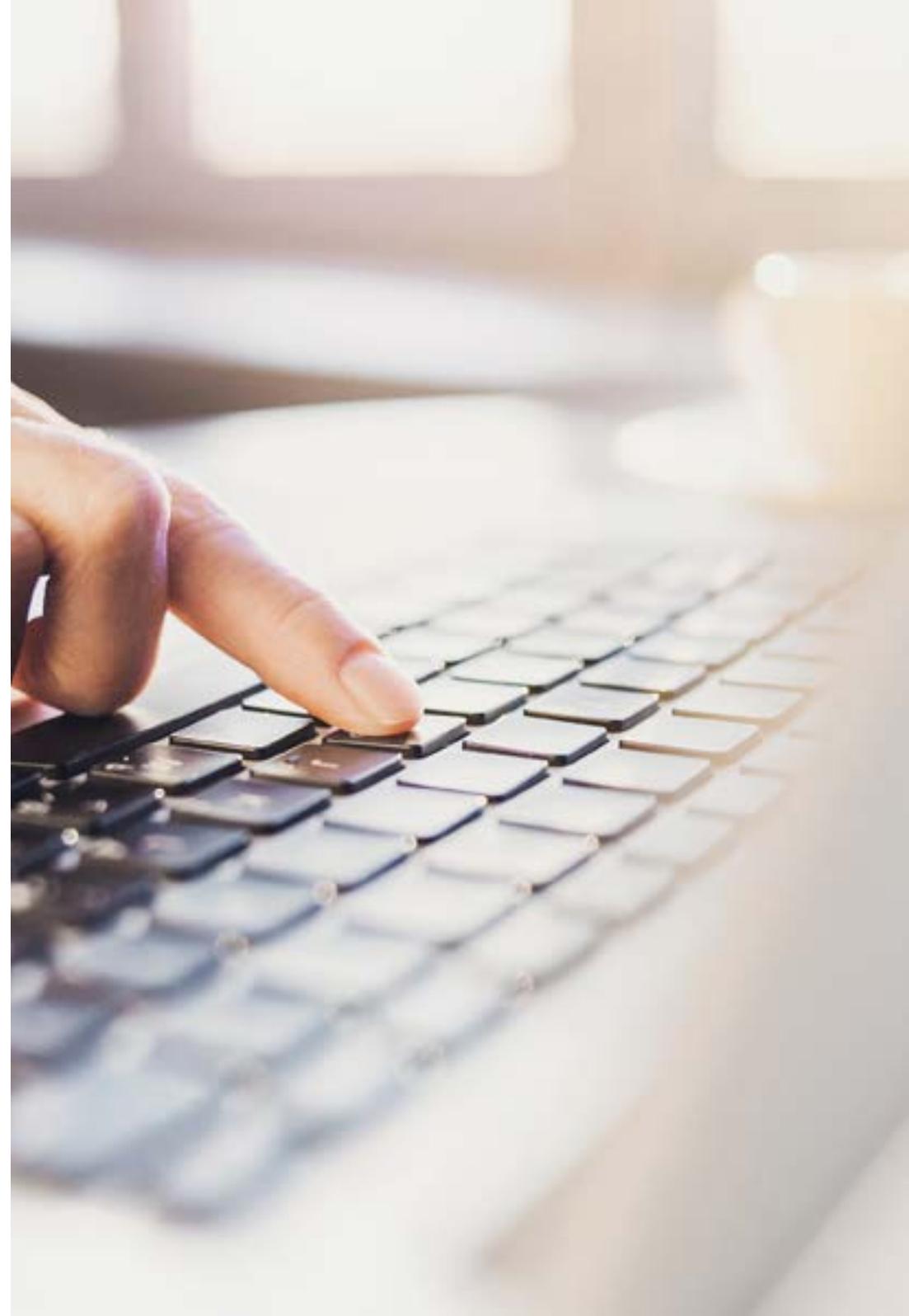
Applications should be submitted electronically to the Director of Ashville Education, Gareth Johnson grj@ashville.co.uk.

Alternatively, applications can be posted to:

Gareth Johnson
Ashville College
Green Lane
Harrogate
HG2 9JP
United Kingdom



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TIMELINES

If you would like to arrange a private, informal discussion about the role before submitting your application, please contact Gareth Johnson via email to arrange a time.

Closing date for applications: Friday 11th January, noon UK time.

Round One Interviews: week commencing Monday 14th January 2019.

Round Two Interviews: week commencing Monday 21st January 2019.

Start date: 1st April 2019 (or earlier by negotiation).



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LIVING IN HONG KONG

Hong Kong is a vibrant, exciting and dynamic city, frequently described as a place where “East meets West”, reflecting the local culture’s mix of Chinese roots with some British influences. Hong Kong manages to balance traditional Chinese practices with a fast paced, modern lifestyle. Hong Kong’s outlying islands offer an alternative to the hustle and bustle of the city. From cheaper rent and more spacious housing, to proximity to nature and peace and quiet, there are many positives of living in one of the outlying islands.

Lantau, Hong Kong’s largest island, has gained popularity over recent years as a great place for expats to call home. Bigger than Hong Kong Island, yet with a fraction of its population, Lantau offers a variety of lifestyle options. The three main residential areas – Tung Chung, Discovery Bay and South Lantau – are all accessible from other parts of Hong Kong by ferry, train or road and are convenient for the kindergarten. Lantau has gained a reputation as a leisure destination, due mainly to its spectacular hiking trails, world-class adventure races, beach-side dining options and popular tourist attractions such as Disneyland.

There’s little in the way of high-rise developments in Lantau, but instead there are a wealth of waterfalls, beaches, mountains and quaint villages. Most people tend to live in Discovery Bay (also known as Disco Bay) on the north-eastern coast of Lantau. This expat enclave is home to more than 14,000 residents from over 30 different countries, and caters to every need with a private beach, golf club, park and a choice of houses and apartments to rent.



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