

# JOB BRIEF

Head of School / CEO

2021-2022



## **Job Title**

Head of School / CEO

## **The Position**

Taipei European School (TES) is seeking a visionary professional to be the Head of School / CEO to provide academic and strategic leadership and to lead the school in the next exciting phase of TES development.

This is an exceptional opportunity to be part of the ongoing transformation process of one of the best international schools in Asia. The relocation of the Middle School and the redevelopment of the Upper Secondary Campus will bring opportunities for this leader to join in this exciting transformation of the school. The Secondary School will transition to the IB Middle Years Programme (MYP) to gradually replace the UK Key Stage 3 and IGCSE. The existing IBDP programs will be enriched with opportunities made available with the additional learning space and purpose built facilities development.

Reporting to the Board and working closely with the other key stakeholders, the successful candidate will inspire and motivate the team to cultivate a learning environment that continues to live the TES vision: *to be a flourishing, multilingual and multicultural community of lifelong learners that embraces independence, curiosity and empathy to make a positive difference in local, national and global environments.*

The Head of School / CEO is responsible for delivering and leading the school's vision and strategy; to manage people and culture; to improve organizational performance, sustainability and compliance. This will be achieved by building key external and internal relationships that secure success and ensure the highest standards of learning and personal development for the students and teachers.

## **The Purpose**

First and foremost, all Head of School / CEO embodies the mission, vision and values of Taipei European School, articulating these for all aspects of the operations of the school. The Head of School / CEO is the pedagogical and organizational leader of the school and is responsible to the Board for all aspects of the Schools day-to-day operations. The Head of School / CEO is responsible for ensuring core values are adhered to, school policy is followed and accreditation standards are maintained in all operations. The Head of School / CEO also leads and chairs the TES Leadership Team, which consists of the four Section Heads and the four Administrative Directors.

This role also the ultimate leader for both TES campuses, including the primary and secondary campuses. Being the chairperson of Leadership Team comprising the three language streams, it is the role of ensuring unity of purpose and equity across the school by ensuring regular meetings of the sections on the campus. The purpose of the meetings is to arrive at joint decisions about using resources, sharing knowledge and expertise and ensuring that Taipei European School benefits from the cooperation of the three language streams. The Head of School / CEO will also lead and line-manage the Primary Campus Manager and the Secondary Campus Manager to ensure best delivery of the cross sectional programmes and resources in operation. These currently include, but are not limited to educational support services (Technology, Library, Nurses, Co-curricular activities (CCA), Chinese Programme).

## **Leadership Responsibilities**

As the pedagogical and organisational leader of the school, reporting to the Board and working with the members of the Leadership Team, the Head of School / CEO has the responsibility for the quality of the educational programmes and the professional practice of its personnel, including but not limited to :

## **Teaching & Learning**

- Leading the Curriculum Teaching Learning across the school based on the school's core mission, values and strategic plans
- Shaping a vision of academic success to create, maintain and develop the conditions which enable students and teachers to flourish
- Fostering a TES-wide ethos that upholds the highest standards of professionalism and diligence as an effective means of maintaining compliance with statutory legislation and guidance
- Ensuring that the school meets all legislative and statutory requirements, including safeguarding, as well as those of the designated accreditation institutions
- Maintaining a highly positive relationship between parents and other stakeholders
- Cultivating a learning environment in which students are positively challenged to learn and flourish and to reach their full potential

## **Teamwork & Leadership**

- Being a role model for students and teachers
- Upholding good governance and ethical behaviour through leadership and by example
- Recruiting high-quality teachers and learning support personnel
- Leading the respective Leadership Team to ensure adequate and efficient deployment of staff and resources through effective strategic planning and collaboration
- Ensuring continuous professional developments for the staff to share with them the responsibilities and accountability for maintaining a high-quality learning environment
- Ensuring a comprehensive succession plan for key positions to ensure continuity of the learning programmes
- Overseeing the performance management practices ensuring consistency and fairness; drive a high performance culture across the school

## **Operations**

- Ensuring relevant budgets are planned and managed in accordance with the school's ethos and policies
- Liaising closely with the Leadership Team to align practices under the "One School Principle"
- Working closely with the key stakeholders on the school's strategic teaching and learning facilities development projects
- Effectively relaying relevant information regarding the work of the executive team and the operations to the Board, ensuring important information is passed on and understood

## Duties

The Head of School / CEO will be responsible for managing all members of the Leadership Team. This will be done within the parameters described above.

## Major Responsibility

- Lead effective discussion with key stakeholders to set strategic plans and to harmonize the differences in policies, processes and programmes across sections and follow up through professional recommendation, collaboration and strong execution.
- To lead the provide guidance in the curriculum teaching learning decision making process across TES based on the school's core mission, value and strategic plans.
- Lead and manage the school's campus development project, in accordance with TES' strategic plan.
- Ensure continuous professional development and a comprehensive succession plan for all the leadership team members.
- Oversee and improve performance management practices to ensure consistency and fairness and to drive a high-performance culture across the school.
- Oversee and ensure the effectiveness of all TES' policies and procedure, ensuring effective communication and confidentiality is maintained where appropriate.
- Effectively relay information regarding the work of the leadership team and the day to day operation to the board, ensuring important information is passed on and understood.
- As the leader of TES, keep up to date with developments and news in the education sector through attending meetings and conferences, and receiving regular updates from relevant information sources.
- Foster a TES-wide ethos that upholds the highest standards of professionalism and diligence as an effective means of maintaining compliance with statutory legislation and guidance.
- Promote and safeguard the welfare of all students within the school. Ensure that the school meets all legislative and statutory requirements, as well as those of the designated accreditation institutions.
- Uphold high governance standards and ethical behavior through leadership and example, including best professional practices and implementing sound business control systems.
- Act as an ambassador, build positive relationships with external worldwide communities and ensure TES has a place of prominence on the Asia Pacific and World educational stage.
- Ensure that professional development opportunities for staff are linked to individual and school needs through positive performance management and in line with the school development plan.
- To build high performing teams through inclusion of staff that are able to inspire, motivate and develop sustainable relationships with members of the school community.
- Liaise with administrative departments to ensure efficient administrative management of the School.

## **The Person**

### **Qualification & Experience**

- A professional teaching qualification and higher-level degree(s)
- Evidence of training and qualifications in school leadership and management
- 20+ years of experience in a complex international school setting, including significant experience of senior leadership (10+ years), ideally in an international school environment
- Successful track record in delivery organizational change initiatives in international schools.
- Knowledge of international curricula, their delivery, and assessment (International Baccalaureate preferred)
- An understanding of the budgetary process and financial management within a school
- Understanding of the principles of organisational culture and behaviour
- Ability to build, lead and motivate a team of high-quality staff and work with a team of international colleagues from a diverse range of backgrounds.
- Knowledge of instructional supervision and evaluation
- Awareness of the current issues and trends in education
- Experience of successfully leading in an accredited school and maintaining the required standards.
- Experience of managing delegated organisational budgets.
- Track record of successfully engaging with others in a diverse community, building positive and productive working relationships.
- Knowledge of safeguarding procedures and experience of dealing with these issues.


### **Personal Attributes and Characteristics**

TES is seeking a strong Head of School / CEO to manage, and more importantly lead the school through energy, influence and diplomacy. A successful candidate must come with strong leadership, strategic planning, decision making, change management and seasoned communication and interpersonal skills to enable effective working relationships with diverse group of key stakeholders. The candidate must also be able to respect and celebrate the diverse environment of our school, understand the essence of both the international and local cultures and live these by role modelling.


The candidate must hold a high degree of personal and professional integrity. Enthusiasm for taking on a leadership role in a fast-paced, growing, changing school environment is a must and should demonstrate a flair for attracting, retaining and developing talents.


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