

## Mission

UISG is an inquiry-driven learning community that embraces the diversity and uniqueness of each individual and commits to the International Baccalaureate Continuum

## Values

Unique, Inclusive, Successful, Globally Aware

# JOB DESCRIPTION

### Position:

Head of Secondary

### Reports to:

Head of School

### Brief

### Overview

### of role:

This dynamic role combines leadership of the Secondary School (Years 6–12) with either a teaching commitment or IB Coordination (MYP/DP), depending on the candidate's expertise. The ideal candidate will be an adaptable educator, innovative curriculum leader, and solution-focused collaborator with proven experience in international education. They will ensure high-quality teaching, operational efficiency, and alignment with the school's mission while fostering a culture of continuous improvement.

## DUTIES AND RESPONSIBILITIES

*\*\*The duties and responsibilities listed below are in addition to those outlined in the Secondary teacher job description. \*\**

### Leadership & Administration

- Oversee daily operations of the Secondary School, ensuring alignment with the school's strategic goals.
- Lead and mentor a team of educators and staff, including IB Coordinators, pastoral leaders, and auxiliary personnel.
- Develop and monitor the Secondary School budget, master schedule, and accreditation processes.
- Collaborate with the Head of School on staff recruitment, appraisal, and professional development.

### Teaching or IB Coordination

- **Option A (Teaching):** Maintain a reduced teaching load (subject/grade level TBD), modeling exemplary pedagogy.
- **Option B (IB Coordination):** Oversee MYP/DP implementation, ensuring curriculum innovation, assessment rigor, and IB compliance.

### Curriculum & Student Development

- Work with IB Coordinators to design an inclusive, challenging curriculum that integrates UISG's mission with IB frameworks.
- Use data-driven strategies to enhance student achievement and wellbeing.



**Utahloy International School Guangzhou (UISG)**  
800 Sha Tai Bei Road, Baiyun District, Guangzhou 510515  
广州市白云区沙太北路 800号 邮编 510515

✉ admissions@uisgz.org ☎ +8620 8720 2019 🌐 www.utahloy.com

Accredited by  
**CIS** Council of International Schools

**IB** CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB

**WASC**  
Western Association of  
Schools and Colleges

Affiliated with  
**Hong Kong Association**  
EDUCATION, YOUNG LEADERS  
INSTITUTE OF EDUCATION

## 

- Promote global citizenship through co-curricular programmes and community partnerships.

## Pastoral & Community Engagement

- Monitor student welfare, ensuring effective communication with parents and staff.
- Foster a positive school culture through events, transparent communication (e.g., WeChat updates), and parental involvement.

## Operational Excellence

- Manage timetabling, staff deployments, and resource allocation.
- Address disciplinary matters and safety protocols, including off-campus activities.

## Candidate profile

- **Leadership:** 5+ years in senior roles (e.g., Head of Department, IB Coordinator, or similar) with a track record of collaborative problem-solving.
- **Education:** Master's degree in education or related field; IB certification (preferred for Coordinator duties).
- **Skills:**
  - Strong communicator and motivator.
  - Expertise in IB programmes (if applying for Coordinator duties).
  - Proficiency in data analysis, budgeting, and strategic planning.
- **Mindset:** Adaptable, reflective, and committed to holistic education

## Flexibility Note

- The balance between leadership, teaching, and IB Coordination will be tailored to the candidate's strengths, with workload adjustments to ensure effectiveness in all areas.
- This hybrid role offers a unique opportunity to shape secondary education at UISG while contributing directly to classroom or IB programme excellence. Candidates are encouraged to highlight their preferred focus (teaching or coordination) during the application process.

**Last Updated:** 15 September 2025

**Review Date:** 15 September 2025

