

EARLY YEARS CHINESE PRINCIPAL JOB DESCRIPTION

Job Title:	Chinese Head of Harrow Little Lions (HLL) 哈罗小狮幼儿园中方园长
Line Manager:	Foreign Head of HLL 哈罗小狮幼儿园外方园长

Job Purpose 工作目的:

To support with the day-to-day running of the HLL programmes for all children and to ensure that all activities, routines and rules are properly understood, sensibly conducted and conscientiously observed in order to ensure that the HLL's high reputation is suitably maintained in liaison with the Foreign Head of HLL.

为哈罗小狮幼儿园的日常运作提供支持，并确保所有活动、常规和规则都得到适当理解、明智执行和认真遵守，与外方园长一起维护哈罗小狮幼儿园的良好声誉。

To support the Foreign Head of HLL in delivering the Harrow Little Lions ethos of a happy, vibrant and proud community where the Harrow values and high academic standards are established and maintained.

支持哈罗小狮幼儿园的外方园长传递快乐、活泼和自豪的哈罗小狮精神，并在此过程中建立和维护哈罗价值观和高学术标准。

To support in evaluating, co-ordinating and developing the academic aims and standards of the HLL with the Foreign Head of HLL, and in partnership with pupils, staff, governors and parents.

协助评估、协调和发展哈罗小狮幼儿园的学术目标和标准，与哈罗小狮幼儿园的外方园长合作，并与学生、员工、政府和家长合作。

To support the parents and pupils in understanding the context and culture of the HLL's environment.

帮助家长和学生了解哈罗小狮幼儿园环境的背景和文化。

The HLL EY Centre is committed to safeguarding and promoting the welfare of children and young people and expects this post holder, and all staff and others connected to the school to share this commitment.

哈罗小狮幼儿园致力于保障和促进儿童和年轻人的福利，并期望该任职者，以及与学校相关的所有员工和其他人共享这一承诺。

Key Tasks and responsibilities 主要任务和职责

Key areas of accountability 主要责任	Main duties & responsibilities to support achieving accountabilities 主要职责
1. Deputise for the Head of HLL 哈罗小狮幼儿园园长的代表	<p>Supporting the Foreign Head of HLL in the day-to-day running of the department. 支持哈罗小狮幼儿园的外方园长进行部门的日常运营。</p> <p>Taking full responsibility for the short-term operation of the HLL in the absence of the Foreign Head and maintain a visual presence across the School. 在外方园长缺席时，全面负责哈罗小狮幼儿园的短期运作，并开放向全校员工提供指导和协助。</p>

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2. Teaching and Learning 教与学	<p>Supporting the Foreign Head of HLL to evaluate and organise the Teaching and Learning in the HLL in order to ensure that proper student progress is established and maintained.</p> <p>支持哈罗小狮幼儿园的外方园长对哈罗小狮幼儿园的教学进行评估和组织，以确保建立和保持适当的学生进步。</p>
3. Curriculum 课程	<p>Support with the overview of the whole curriculum and advise on its development in consultation with Foreign Head of HLL.</p> <p>支持课程的整体概述，并与哈罗小狮幼儿园的外方园长协商，就课程的发展提出建议。</p>
4. Policies and Procedures 政策和流程	<p>Ensure regular updates of policies and procedures are made in liaison with the Lower School SMT and Foreign Head of HLL and maintain the HLL Handbook.</p> <p>与低年级 SMT 和哈罗小狮幼儿园外方园长沟通，定期更新政策和流程，并维护哈罗小狮幼儿园手册。</p> <p>Support with the whole campus budget in liaison with the Foreign Head of HLL.</p> <p>与哈罗小狮幼儿园的外方园长沟通，支持整个校园的预算。</p>
5. Safeguarding and pupil well-being 保障和学生健康	<p>Guarantee the safeguarding and promote the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. Have responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are being harmed.</p> <p>致力于保障和促进儿童和青少年的福利，确保所有工作人员和与学校有关的人员共同承担这一承诺和责任。认真承担保障和促进儿童福利的责任，与他人合作，确保学校内部有充分的安排，帮助识别、评估和支持遭受伤害的儿童。</p> <p>Monitor Health and Safety matters within the HLL and report any cause for concern to the designated Health and Safety Officer.</p> <p>监察哈罗小狮幼儿园内的健康和安全隐患，向指定的健康和安全管理主任报告任何引起关注的事项。</p>
6. Cover 代班	<p>Manage the cover for absent staff, ensuring that all duties and lessons are covered appropriately.</p> <p>对缺勤员工进行管理，确保所有职责和课程都得到妥善的安排。</p>
7. Events and Assemblies 活动和集会	<p>Take responsibility for the operation of all events and assemblies, ensuring the smooth running of events whilst taking into consideration the use of facilities in the HLL.</p> <p>全面负责所有活动和集会的运作，确保活动的顺利进行，同时考虑哈罗小狮幼儿园设施的使用。</p> <p>Oversee the Educational Visits programme and ensure a balance of curricular, extra-curricular and cultural activities is provided.</p> <p>监督教育访问计划，保证课程、课外活动和文化活动的平衡。</p>

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8. HLL Timetable 哈罗小狮幼儿园时间表	<p>Have responsibility for the construction of the HLL timetable each academic year, in consultation with the appropriate senior managers and within the parameters laid down by the SLT. Create and maintain rotas for the HLL.</p> <p>负责每学年哈罗小狮幼儿园时间表的制定，与相关高级管理人员协商，并在SLT规定的参数范围内为哈罗小狮幼儿园创建和维护值班表。</p>
9. School Reports 学校报告	<p>Work with relevant senior staff to ensure that the process of reporting to parents throughout the year is carried out to a high standard.</p> <p>与相关员工合作，确保全年向家长汇报的过程达到高标准。</p>
10. Admissions 招生	<p>Support in forecasting pupil numbers, class sizes and rooms in the HLL for the coming academic year, in liaison with Admissions, the Foreign Head Master, the Chinese Principal and Head of HLL.</p> <p>与招生部门、外方园长、中方园长和哈罗小狮幼儿园园长沟通，协助预测哈罗小狮幼儿园下一学年的学生人数、班级规模和教室数。</p>
11. Teacher Recruitment & professional development 教师招聘与专业发展	<p>In conjunction with the Head of HLL, taking part in the recruitment, orientation, induction and professional development of all HLL staff.</p> <p>与哈罗小狮幼儿园园长共同参与哈罗小狮幼儿园全体员工的招聘、入职和专业发展。</p>
11. Parental and External Communication 父母和外部沟通	<p>Oversee Parental Communication, both in terms of the school's Open Door Policy and dealing with parental concerns and complaints, as needed.</p> <p>监督家长沟通，包括学校的门户开放政策，以及根据需要处理家长的担忧和投诉。</p> <p>Develop and prepare for the HLL all communications for parents, students and staff including curriculum and assessment guidance, parents' evenings, parent presentations, the relevant sections of the HLL Parent Handbook and the HLL website in liaison with the Head of HLL.</p> <p>与哈罗小狮幼儿园园长联系，为哈罗小狮幼儿园开发和准备所有与家长、学生和员工的沟通，包括课程和评估指导、家长晚会、家长会、哈罗小狮幼儿园家长手册的相关章节和哈罗小狮幼儿园网站。</p> <p>Work with the relevant Government Relations staff to support with external relations.</p> <p>与相关政府关系人员合作，支持对外关系。</p>
12. School Improvement Plan 学校改进计划	<p>Support with the development of the HLL Improvement Plan and produce a termly and yearly Action Plan aligned with the aims and objectives of the school.</p> <p>支持哈罗小狮幼儿园改进计划的制定，并根据学校的目标和宗旨制定定期和年度行动计划。</p>
13. Campus Management 校园管理	<p>Work alongside the Head of Operations to support the day-to-day running of the campus and ensure campus safety and compliance.</p> <p>与运营主管合作，支持校园的日常运营，确保校园安全和合规。</p> <p>Lead and manage the campus teams in liaison with the Head of Operations.</p> <p>与运营主管沟通，领导和管理校园团队。</p>

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14. EDB Regulations

EDB 规定

Implement the relevant national laws, regulations, policies and local regulations, and establish and organize the implementation of the rules and regulations of the kindergarten.

贯彻执行国家有关法律、法规、政策和地方性法规，建立并组织实施幼儿园规章制度

To be responsible for care and education, health care and security.

负责护理教育、卫生保健和安全

To be responsible for the appointment and deployment of teaching and administrative staff in accordance with the relevant provisions, the guidance, inspection and evaluation of the work of teachers and other staff, and to give rewards and punishments.

负责按照规定聘任和调配教学管理人员，指导、检查、考核教师和其他工作人员的工作，并给予奖惩

To be responsible for the ideological work of the teaching staff, organize training session, and create necessary conditions for their study, further study and educational research.

负责教师的思想工作，组织培训，为教师的学习、进修和教育研究创造必要条件

Care for the physical and mental health of teaching staff, safeguard their legitimate rights and interests, and improve their working conditions.

关心教师身心健康维护教师合法权益改善教师工作条件

To organize and manage buildings, equipment and funds.

组织管理建筑物、设备和资金

Organize and give guidance to parents.

组织指导家长

Responsible for communicating and cooperating with the community.

负责与社区沟通与合作

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Key Relationships 重要关系:

Internal 内部

- Foreign Head of HLL, Head of Lower School, Director of Studies, Heads of Phase/Year Group Leaders and other key staff members across the Whole School.
- 哈罗小狮幼儿园外方园长、低年级园长、研究主任、阶段主管、学科主管、重点阶段主管、年级主管等关键工作人员。

External 外部

- Parents, Governors and other service providers.
- 家长、政府领导和其他教育机构。

Other important features 其他重要特征:

- Work closely with the School's Leadership Team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- 与学校领导密切合作，确保学校战略计划的有效实施，并在这一过程中发挥核心作用。
- To liaise with Lower School to ensure continuity in systems across the phases of the Lower School.
- 与小学学校联络，确保学校各阶段系统的连续性。
- Attendance at educational visits, Parent Information Evenings, community events and other events necessary for the smooth running of the HLL.
- 参加教育访问、家长信息晚会、社区活动和学校顺利运行所需的其他活动。
- Representing the School at official functions as and when requested by the Foreign Head of HLL.
- 在外方园长要求时代表学校执行公务。
- Teach, as required and specified by Foreign Head of HLL.
- 哈罗小狮幼儿园外方园长所要求的教学。
- Lead by example in all professional matters, ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- 在所有专业事务中以身作则，确保所有教师和学生遵守着装、守时和相互支持等事项。
- Contribute to the development of the overall Harrow vision and ensure that pupils, staff and parents all understand and subscribe to that vision.
- 为哈罗整体愿景的发展做出贡献，确保学生、员工和家长都理解并认同这一愿景。
- Be available to advise academic staff and individual pupils, ensuring that, as far as possible, each person's individual needs are met so that they can reach their potential, and that pupil progress is maintained.
- 向学术人员和学生个人提供建议，确保尽可能满足每个人的个人需求，使他们能够超越自己的潜力，并有效地保持学生的进步。

Job Requirements 工作要求:

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- The ability and willingness to inspire others; leading by example, modelling the School's motto *Educational Excellence for Life and Leadership* in relationships with pupils, colleagues and parents.
- 能够并愿意激励他人；以身作则，在师生、同事和家校关系中，塑造哈罗校训（卓越的生活和领导力教育）。
- Appropriate teaching qualifications and experience.
- 足够的教学资格和经验。
- The ability and commitment to be an excellent classroom teacher.
- 有成为优秀课堂教师的能力和承诺。
- A strong commitment to high standards of Teaching and Learning.
- 对高标准教学的坚定承诺。
- A genuine commitment to the Safeguarding, wellbeing and pastoral care of children.
- 真正致力于保障儿童的健康和生活。
- Interests and abilities that can enhance the School's extra-curricular enrichment programme.
- 有兴趣和能力，充实学校的课外活动。
- Excellent inter-personal skills.
- 良好的人际交往能力。
- Excellent administrative, organisational, and ICT skills.
- 优秀的管理、组织和通信技术技能。

Person Specification 人员条件

	Essential 必要的	Desirable 理想的
Behaviours 行为	<ul style="list-style-type: none"> · Upholding the Code of Conduct and Harrow motto. · 坚持行为准则和认同哈罗愿景。 · Self-motivated and hard working. · 自我激励，努力工作。 · Well-organised. · 有条理性 · Creative. · 具有创意 	<ul style="list-style-type: none"> · Willingness to offer extra curricular activities. · 愿意提供课外活动。 · Willingness to learn and adapt. · 愿意学习和适应。
Skills and Knowledge 技能和知识	<ul style="list-style-type: none"> · A good understanding of curriculum developments in EYFS · 对 EYFS 课程开发的有较好的了解 · An understanding of how Assessment for Learning can improve pupil performance. · 了解学习评估如何提高学生的表现 · Ability to work in a way that promotes the safety and wellbeing of children. · 促进儿童安全和福祉 · Effective communication and engagement with children and their families. 	<ul style="list-style-type: none"> · Open to exploring innovative approaches from across the educational field. · 对探索教育领域的创新方法持开放态度 · Subject knowledge sufficient to challenge able students and achieve high outcomes. · 学科知识足以挑战有能力的学生并取得好成绩

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	<ul style="list-style-type: none"> ·与儿童及其家庭进行有效沟通和接触 · Mandarin speaking. ·掌握普通话 	<ul style="list-style-type: none"> · Knowledge and understanding of positive disciplinary methods. ·了解和理解积极的纪律方法 · Knowledge and understanding of child development and its impact on behaviour. ·了解儿童发展及其对行为的影响
Experience 经验	<ul style="list-style-type: none"> · At least 5 or more years as a qualified EY teacher. ·至少 5 年或以上合格的幼儿教师经验 · Experience/confidence to teach across the age range of 2-6 years old. ·2-6 岁年龄段的教学经验/信心 · Teamwork and collaboration. ·团队合作 	<ul style="list-style-type: none"> · Teaching experience in an International School. ·在国际学校的教学经验 · Know how to challenge and differentiate for children of varying abilities. ·知道如何挑战和区分不同能力的孩子 · Have taken a lead role in organising and implementing extra-curricular activities. ·在组织和实施课外活动方面发挥了领导作用
Qualifications 资格	<ul style="list-style-type: none"> Kindergarten certificate 获得中国幼儿园教师资格证书或者中国小学教师资格证书 ·具有中国幼儿园或小学一级及以上教师职务 ·获得幼儿园园长岗位培训合格证书 	<ul style="list-style-type: none"> · Proven record of improving standards through high quality teaching. 通过高质量教学提高标准的良好记录。 · A specialism in the subject. ·学科的专门知识

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

**本职位描述中的职责不受限制，有时可能要求职位持有人承担其他职责。无论如何，该职位的基本性质不会改变。

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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