



CISK
CANADIAN INTERNATIONAL SCHOOL KUNSHAN
昆山加拿大外籍人员子女学校



Job Description

Job Title: Head of the Early Years

Department: Primary School

Location: CISK, Kunshan

Report to: Head of School

About CISK

Founded in 2012, CISK is a K-12 international school and is the only international school in Kunshan licensed by the Education Bureau of Jiangsu's provincial government. CISK is the only IB Continuum World School in Kunshan that offers the International Baccalaureate (IB) programmes for students from the Early Years to high school, with English as the language of instruction. The school follows the IB education philosophy to develop international mindset as the core of the school's culture. CISK focuses on improving students' learning abilities, cultivating their spirit of humanity and innovation, while school also developing students' personalities. The school has a comprehensive curriculum system, so that students can master knowledge, develop their interests and specialties, and so grow into individuals of moral integrity and strong abilities.

Essential Duties and Responsibilities:

In addition to other roles that might be assigned as needed by the HoS, the Early Years duties and responsibilities of the Head of the Early Years will include all of the following:

Academic Leadership and Development of Staff

- Serve as the educational leader of the Early Years; develop and maintain a culture and education program that bolsters a dynamic learning environment and deepens the sense of belonging for each member of the learning community.
- Participate in the strategic planning and leadership of CISK as a member of the SALT.
- Develop and nurture positive relationships and communication with students, colleagues, and parents/guardians.
- Partner with the academic leadership team to develop and implement school-wide pedagogical and curricular initiatives, including the furtherance of culturally-sustaining curriculum for students and colleagues.
- Oversee and support all aspects of the Early Years children's experience, including academics, the arts, athletics and service learning.
- Collaborate with the School Support Team to foster and maintain the academic success and the social and emotional health of early years children.
- Support the performance and personal and professional growth of Early Years colleagues through on-going mentoring, evaluation and professional development opportunities.
- Establish and administer the annual Early Years budget.
- Contributes to interviewing for recruitment of new staff with Principal and HR

Student Support and Recruitment

- Participating in marketing activities as required by the HoS or the admissions department
- Supporting academically at-risk students through regular communication between home and school



- Providing information to students and parents on the most appropriate pathways from Grade 5 into the PYP
- Write or edit school communications, including the bi-weekly Early Years newsletter, routine communications to inquiries, communications for emergencies

Education and Experience:

- A Master's Degree preferred with specialization in education or related fields, related teaching credentials.
 - A minimum of 3 years' experience in a leadership position within an international school setting
 - At least five years of relevant IB PYP leadership and teaching experience
 - Experience with curriculum development and documentation within the IB PYP
 - Experience in implementing the principles and current trends in education, curriculum, IB PYP program, staff development, essential elements of instruction, and supervision
 - Personal qualities associated with good human relations and interpersonal relations
 - Possess qualities in shared decision-making skills in order to be effective member of the Leadership Team
 - Ability to lead staff toward instructional improvement and conduct training sessions
 - Ability to prioritize, meet deadlines and work effectively under pressure. pay attention to detail, and meet deadlines
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- Demonstrate a high level of commitment and professionalism
 - PYP examination or PYP workshop leader experience will be viewed favourably;