



## Keystone Academy Job Description

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| <b>Position:</b>              | Assistant Head of Primary  |
| <b>School Section:</b>        | Primary School             |
| <b>Reports to:</b>            | Head of Primary            |
| <b>Qualifications:</b>        | Bachelor's degree or above |
| <b>Period of Appointment:</b> | Full-time                  |

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### About Keystone Academy

Keystone Academy is a leading bilingual institution committed to fostering academic excellence, intercultural understanding, and deep biliteracy. We believe in empowering students to become critical thinkers and effective communicators in both English and Chinese.

Keystone Academy blends distinctive traditions in Eastern, Western, and global education, creating a new world school with a liberal arts program that is academically outstanding. All our endeavours are framed by five shared Confucian values: **compassion, honesty, justice, respect, and wisdom.**

Our keystones are:

- Bilingual immersion in Chinese and English
- Building character and community throughout our residential setting
- Promoting Chinese culture and identity in a world context

### Position Overview

The **Assistant Head of Primary** plays a key role in supporting the vision, culture, and daily operation of the Primary School. As part of a bilingual leadership team, this position works to ensure that both the Chinese and English programmes operate cohesively and equitably within a shared educational philosophy.

The Assistant Head contributes strategically to the coherence of an **inquiry-based and concept-driven curriculum framework**, ensuring that bilingualism and intercultural learning are integral to the academic and pastoral experience of every student.

This leader models respect for and sensitivity to both Eastern and Western pedagogical traditions, helping to build a collaborative and culturally balanced community of learners. The role requires close partnership with both Chinese and international faculty to sustain a truly bilingual and bicultural school culture.



## Key Responsibilities

### 1. Leadership and School Culture

- Support the Head of Primary in the strategic and operational leadership of the bilingual Primary School.
- Foster a cohesive school culture that celebrates and integrates both Chinese and English languages and perspectives.
- Promote practices that balance cultural authenticity with global-mindedness.
- Build and sustain positive relationships among students, staff, and parents in both language communities.
- Ensure that communication, documentation, and events reflect the bilingual nature of the school.
- Lead initiatives that reinforce Keystone's five Confucian values across all aspects of school life.

### 2. Bilingualism and Intercultural Understanding

- Promote the school's bilingual immersion model through classroom practice, curriculum alignment, and professional learning.
- Support teachers in planning collaboratively to strengthen connections between languages and disciplines.
- Encourage approaches that value translanguaging, biliteracy development, and intercultural communication.
- Ensure that bilingualism is viewed not only as language proficiency but as a means of shaping identity, empathy, and intellectual flexibility.
- Collaborate with language specialists to monitor student progress in both languages and address emerging needs.

### 3. Pastoral Care and Student Wellbeing

- Oversee systems and structures that promote student wellbeing and a sense of belonging across the bilingual community.
- Support teachers in managing behaviour and wellbeing consistently and sensitively across linguistic and cultural contexts.
- Partner with counselling and support teams to ensure coordinated care for students and families.
- Lead pastoral initiatives that build community, resilience, and cultural respect.
- Promote restorative and values-based approaches to conflict resolution.



#### 4. Curriculum and Pedagogy

- Collaborate with Curriculum Coordinators and Department Heads to align bilingual curriculum design with an inquiry-based and concept-driven framework.
- Support teachers in implementing effective, inclusive pedagogies that reflect both Chinese and international best practice.
- Contribute to ongoing curriculum review, ensuring that both language programmes reflect coherence and shared intent.
- Encourage innovative, bilingual teaching strategies that connect students' learning experiences across languages.

#### 5. Professional Learning and Team Development

- Mentor and coach bilingual teaching teams, fostering reflective and collaborative practice.
- Support cross-linguistic professional learning communities that promote shared understanding and curriculum coherence.
- Contribute to the induction and ongoing development of both local and international staff.
- Help shape a professional culture that values dialogue, mutual respect, and curiosity across linguistic boundaries.

#### 6. Operational and Administrative Responsibilities

- Assist with scheduling, supervision, and daily operations within the bilingual Primary School.
- Support the Head of Primary in ensuring the effective implementation of policies and procedures across both language programmes.
- Contribute to admissions, student transitions, and community communication in both languages.
- Participate in staff recruitment, appraisal, and development processes as required.

#### Qualifications and Experience

- Bachelor's degree in Education or a related field; Master's degree preferred.
- Significant experience in primary education, including leadership, pastoral care, or coordination roles.
- Demonstrated understanding of bilingual or dual-language educational models.
- Knowledge of inquiry-based and concept-driven curriculum frameworks (e.g., IPC, PYP, or similar).
- Experience in bilingual, international, or intercultural school settings preferred.
- Strong record of collaboration across diverse cultural and linguistic contexts.



## Professional Attributes

- Deep respect for and sensitivity to both Eastern and Western educational traditions.
- Strong bilingual or bicultural awareness, with the ability to work effectively in English- and Chinese-medium contexts.
- Empathetic communicator who models inclusivity and cultural humility.
- Skilled at building bridges between language teams and supporting shared pedagogical purpose.
- Reflective and collaborative leadership style; calm under pressure.
- Committed to fostering bilingualism as both an academic and human value.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to [hr@keystoneacademy.cn](mailto:hr@keystoneacademy.cn). Position will be posted until filled.