



JOB DESCRIPTION HEAD OF MIDDLE SCHOOL

School Section:	Middle School
Reports to:	Associate Head of School and Head of School
Qualifications:	Advanced degree in education desired
Type of Employment:	Full Time
Start Date:	August 1st, 2027

The Opportunity

This is an exciting opportunity to take on an important leadership role in a remarkable school. It is a *new world school* that is committed to continually redesigning and improving, in service of its mission, vision and shared values. The Head of the Middle School will be energized by the opportunities that come with the ambitious nature of the school's mission and keystones which blend the educational traditions of Chinese, international, and residential school educational models. With curiosity and an open mind towards new futures, the Head of Middle School will lead the continual evaluation and evolution of the middle school program as the school adjusts to shifting educational landscapes with a focused eye on the unique needs of middle school students.

Role Description and Working Relationships

The Head of the Middle School is a member of the School Leadership Team (which is called the Steering Group at Keystone) and reports to the Executive Head of School. The incumbent must understand fully and support enthusiastically and articulately the stated mission and purpose of Keystone Academy, both in talking and in writing. All senior administrators are expected to model behavior and attitudes that build community, courtesy, and compassion in Keystone's boarding and day student society. Positive enjoyment of the job and a lively sense of humor will be highly valued.

The Head of Middle School is the curricular, administrative and organizational leader of the Middle School. Working closely with operations and academic leaders from across the school, the Head of Middle School provides pedagogical leadership that envisions and inspires the learning program in the Middle School. The Head of Middle School has responsibility for the operational and day-to-day quality of the Middle School's educational programs and scheduling and the committed and creative practice of all its personnel.



Main responsibilities include but are not limited to the following:

Pedagogic, Academic, and Curriculum Leading and Managing:

- Continue to develop the Middle School in line with Keystone Academy's mission, values, and three keystones.
- Ensure that the academic programs meet the standards and requirements of the Chinese National Curriculum, IB Middle Years Program (MYP), and other relevant accreditation and school improvement processes.
- Maintain the centrality of an effective bilingual program, ensuring the Middle School's academic and experiential programs are aligned with the needs of language immersion and acquisition.
- Ensure that the Middle School continually strives for high academic standards, while preserving and developing the distinctiveness of Keystone's approach.
- Leverage school resources to build and nurture an academic and experiential learning environment that is challenging, creative, and caring.
- Ensure that there are appropriate policies, procedures, guidelines, and systems in place to support the Middle School's programs and ambitions, working with colleagues with cross-school responsibilities when appropriate.
- Lead the design, implementation and review of the timetable and staffing requirements within the school's space and personnel constraints.
- Collaborate with the Head of High School and other school leaders in ensuring that the space and infrastructure allocated to the Middle School are used effectively and innovatively in pursuit of teaching and learning outcomes and Keystone's mission and values.
- In collaboration with the Teaching and Learning Center and the Digital and Innovative Learning team, ensure the effective use of technology and innovative learning in the Middle School.
- Collaborate with other school leaders in the hiring of teaching and non-teaching staff in the Middle School.
- Lead the assessment and evaluation and professional growth of teachers in the Middle School.
- Promote an atmosphere of continual personal and professional development and help to monitor needs and opportunities for professional growth and improvement in the Middle School.
- With the Head of High School, coordinate and lead Secondary School meetings.

Administrative Leading and Managing:

- Maintain a strong, positive, reassuring, and supportive presence within the Middle School community.
- Represent the Middle School within the Steering Group balancing the interests of the division with the whole school and other divisional interests, and understanding the collective responsibility of the School Leadership Team.
- Coordinate and lead the Middle School Leadership Team and keep under review the Middle School's leadership and organizational structure.



- Facilitate and support the close collaboration of all colleagues across the pedagogical traditions represented in the Middle School, promoting effective communication and constructive relationships.
- Ensure the efficient and effective day-to-day operations of the Middle School, through effective planning and appropriate delegation.
- Oversee, with the Assistant Heads of School, Director of Security and Director of Health Center, health, safety and security issues in the Middle School.
- Produce and review, with support from the Marketing and Communications Department, all Middle School publications to make sure they are accurate and convey the Middle School's key messages and priorities.
- Design for parental engagement and communicate sensitively, punctually, and clearly with parents on matters of interest and concern to them.
- With the Assistant Head of School for Business and Operations, help to construct the Middle School financial budget and oversee its implementation.

Serving Students:

- Ensure that the Middle School works closely with the Primary and High Schools to facilitate successful student transition of well-prepared students between the divisions.
- Liaise with the Admissions Department concerning student applications and admissions to the Middle School.
- Ensure a consistently high quality of student life and well-being across the whole school, with a focus on residential life for the Middle School boarding students.
- Maintain consistent principles of classroom management that reflect the different pedagogical traditions represented in the Middle School.
- Monitor student performance with Middle School leaders.
- Oversee student academic counseling and course selection.

Other duties as assigned from time to time by the Executive Head of School.

Desired Qualifications & Professional Experiences (qualified applicants will meet most if not all of these)

- Advanced degree in education or equivalent experience.
- 3-5 Years of Divisional leadership experience in middle and/or upper elementary years.
- Experience as a classroom teacher at the middle school level.
- Experience supervising faculty performance and growth.
- Deep understanding, interest and commitment to educational systems in China.
- Confidence working and communicating in English (required) and Mandarin (desired).
- Highly collaborative, communicative and humble leadership style.
- Enthusiasm for life in China.

Interested applicants should submit a cover letter, CV and statement of educational philosophy by October 15th to hr@keystoneacademy.cn.