

Xining International Academy, as a non-profit institution, exists to ensure that high quality education of Christian character, following an international curriculum, is available to as wide an age range as possible to all expatriate children living in Qinghai Province, in both classroom and home school settings.

The XIA Board is seeking to recruit a new **Principal** to lead the school forward with vision and enthusiasm. The successful applicant will:

- Have an approachable personal style with good communication skills
- Have the ability to meet the challenges of working in a cross-cultural working environment
- Be able to demonstrate excellence in teaching and learning skills
- Be ready to build on the school's firm foundations and caring ethos

Applicants must be qualified teachers in their home countries with English as a first language or a sufficient level to teach in English (with supporting qualification).

What XIA has to offer you:

- Friendly and helpful children
- A staff team committed to the School, together with a supportive Governing Board
- A welcoming, secure and caring atmosphere where everyone is valued
- Starting salary subject to negotiation
- Work visa
- Assistance finding housing and with residence permit paperwork
- Small class sizes with a mixed age/ability range

XIA cannot pay for travel between Xining and home country, nor travel/medical insurance.

About XIA

XIA is here to meet the educational needs of children of foreign experts, business people, volunteers, and language/research students living and working in Qinghai Province. In an average year the school has 30-40 full time students covering ages 5-14, and a number of part time students. XIA staff comprises 5expatriate teachers, several local part-time teachers, an accountant, an assistant to the Principal and the Principal.

XIA is a private educational institution sponsored by Friends of China Foundation, Ltd. (FOC). FOC is a not-for-profit Christian charitable organization seeking to assist China in the fields of education, medicine, and community development projects.

About Xining

Xining is the capital of Qinghai Province, in the north-western part of China. The city, situated at 2300m altitude, is home to approximately one million people, the majority being Han Chinese, but also including Tibetan, Hui, Sala, Tu, Mongolian minority ethnic groups.

Further Details

For more information please contact:

Mr. Greg Eck (Acting Board Chairman) ph. +86 971 630.1392
grwhjpp@gmail.com.

The XIA Handbook, brochure, and principal job description are available upon request.

Job Title:	Principal
Person to whom post holder is responsible:	XIA
School Board	
Persons for whom post holder is responsible:	All school staff and children

Job Purpose

To provide vision and leadership for the life and work of the school.

KEY TASKS (specific to post)

1. Day to day leadership of the school.
2. Advise the board on the formulation of policy and its implementation so as to ensure the enhancement of the quality of learning in an efficient and cost effective manner.
3. Represent the school in its dealings with external bodies and to be responsible for the school's reputation. To provide effective relationships with external bodies, notably parents, national government, the school landlord and the local and home side communities.
4. Monitor and evaluate standards of teaching, learning and resource usage. Implement appropriate change strategies when required.
5. To ensure that curriculum requirements are met and curriculum content is appropriate and relevant to the needs of the children.
6. Manage the development of staff so as to maximise training opportunities, effective learning and the appropriate use of educational resources.

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7. Seek to create a positive and caring ethos among all the members of the school staff.
8. Develop and operate consultative and decision making procedures so as to ensure maximum participation and commitment from staff, board and parents.
9. In conjunction with the board to recruit new staff as required.

OTHER TASKS

1. Report on school progress once per semester to external agencies.
2. Organise assemblies.
3. To promote liaison between parents and the school and to assist parental supporters.
4. To have responsibility for health and safety.
5. To oversee school finances.
6. Attend board meetings.
7. Hold and chair staff meetings as required.