

JOB DESCRIPTION

Team Lead Primary - German International Stream

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English— providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position, commencing in **August 2026**.

The Team Lead Primary – German International Stream (GIS) has overall responsibility for personnel management and strategic direction for the entire primary level (DVOR to K04). He/she acts as the deputy to the Principal German International Stream for all matters relating to the primary level. He/she is the direct supervisor of the teachers and coordinator and ensures the quality of the educational work and the future viability of the department in coordination with the overall management of the school.

The position reports directly to the Principal GIS and works closely with the Team Lead Secondary and Head of Kindergarten to strengthen the concept of “Two Streams – One School”.

Key Areas of Responsibility

Faculty management & leadership

- Full responsibility for managing the primary school teaching staff. This includes conducting regular appraisal meetings, carrying out classroom visits for quality assurance, and providing targeted support and further training for teachers in coordination with the GIS Principal's guidelines.
- Managing the recruitment process for new teachers in collaboration with the school management and HR (needs analysis, selection interviews, trial lessons). Preselecting candidates and conducting selection interviews to assist the GIS Principal and Associate Head of School in their decision-making. Responsible for the structured onboarding of new colleagues and their integration into the teaching team.

- Leadership of multi-professional teams: Professional management of pre-school educators and primary school teachers.
- Professional supervision and management of Coordinator. Ensuring a consistent leadership culture and regular exchange to coordinate operational and strategic goals.
- Plan and chair departmental meetings.
- Employee development: setting up induction programme for new colleagues, goal-setting meetings, check-ins and appraisals. Includes planning training measures and professional development conversations.
- Upgrade his/her skills by attending appropriate training courses or following professional development channels, and support others to do the same.
- Plan and execute CPD days with the support of Coordinator.
- Working together with the Coordinator, ensure robust child protection and safeguarding procedures are adhered to across the department.
- Work with the Coordinator and the GIS Principal on the production of the annual school calendar.
- Ensure the timely completion of all administration required by the Principal and school management.

Strategic school development and educational leadership

- Conceptual integration: Development and implementation of a continuous educational concept ("Bildungshaus" idea) that ensures a smooth transition from kindergarten to primary school: 'From learning through play to playful learning.'
- Preschool work: Redesign of preschool work in close coordination with the requirements of the primary school entry level.
- Inclusion & differentiation: Establishment of support concepts.
- Closely cooperate with Coordinator to oversee the admissions process with the support of Admissions team.

Budget & resource management

- Strategic personnel requirements planning and preparation of teaching assignments (teacher deployment) in accordance with budgetary requirements. Approval of resource requirements (teaching materials, equipment) from the departments.

Parent relations & external representation

- First point of contact for the primary school parents' council. Responsibility for strategic parent communication and leading parent evenings on fundamental educational topics. Escalation authority for complex conflicts or complaints that could not be resolved at the level of teachers or coordinator.
- Representation of the primary level in team meetings as well as vis-à-vis external authorities, partner schools, and cooperation partners.
- Liaise with the departmental Staff Representative.
- Actively support the KPR system and attend the departmental KPR meetings.

Contribution to wider school activities

- Regularly contribute to the Gazette and other school publications.
- Attend and represent GSIS at School Fairs.
- Assist the Principal in department-related activities and initiatives.

Teaching obligations

- Teaching 8 lessons per week. This corresponds to a lesson allowance of 20 lessons/week.
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Reporting lines

Reporting to the German International Stream Principal, and direct supervisor of:

- Coordinator GIS Primary

Qualifications

- Completed teacher training (2nd state examination for primary school) OR
- Master's degree in educational sciences with a focus on early education OR
- Comparable qualification with proven experience in both areas of education.
- Additional qualification in school management or social management desirable.

Experience

- At least 10 years' teaching experience in an educational institution with track record of leadership exposures.
- In-depth knowledge of German educational standards (primary school) and educational plans (elementary level).
- Experience in designing transitions, from Kindergarten Primary, but also Primary to Secondary.
- Knowledge of child protection and safeguarding procedures.

Competencies

- Leadership skills: Ability to form a team from different professional groups (educators & teachers) and to understand the different working cultures.
- Organisational skills: Confident handling of administrative tasks, budget planning and digital management tools.
- Strong ability to communicate, build relationships, and collaborate effectively with all stakeholders (students, staff, parents, leadership) in a diverse, multicultural setting.
- Excellent German communication skills with willingness to achieve fluency in English.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all students at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.

What we offer

In addition to a competitive salary, GSIS offers benefits such as end of contract gratuity, medical health insurance, housing allowance, relocation allowance and education benefits. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria, are offered at reduced prices.

Our employees work in an environment of high trust where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal <https://www.gsis.edu.hk/careers/job-openings/>. Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.