



DEUTSCH-SCHWEIZERISCHE  
INTERNATIONALE SCHULE  
GERMAN SWISS  
INTERNATIONAL SCHOOL

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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**.

### **DEPUTY HEAD OF PRIMARY DEPARTMENT (ENGLISH INTERNATIONAL STREAM)**

A Deputy Head of Department works with faculty and non-faculty colleagues, and with the support of the Head of Department, to ensure good professional practice and to maintain high standards of teaching and learning. S/he takes a leading role in the development of the curriculum and ensures that the curriculum information is up to date and accessible. S/he supports the educational philosophy of the Department and assists in the implementation of this philosophy for the all round development of each child within a stimulating, supportive and happy environment.

In consultation with the Head of Department, s/he will develop an annual departmental action plan to enhance the development of the Department. This will determine the focus and priorities for the year ahead.

### **CORE RESPONSIBILITIES**

#### DEPARTMENT MANAGEMENT

- Work with the Heads of Subject/Curriculum Leaders and the Lead Teachers to ensure the curriculum is regularly updated.
- Take the leading role in the production of the academic timetable for the department and liaise with those responsible for the timetable in other departments.
- Ensure that Curriculum details are published on the website and elsewhere, as appropriate.
- Take a leading role in ensuring that the transition years are smooth.
- Work with the Senior Management Team on the production of the annual school calendar.
- In consultation with the Head of Department ensure the timely preparation and organisation of events, meetings and activities throughout the school year, as appropriate.
- In consultation with the Head of Department collect and collate information from students/parents on subject choices and allocate students to groups as appropriate.
- Work with the Primary Leadership Team towards the efficient start and smooth running of each academic year.
- Ensure the timely completion of all administration required by the school management.

#### CARE AND MONITORING STUDENTS

- Be accessible and approachable to the students.
- Assist the Head of Department in ensuring the quality of the school reports.

- Assist the Head of Department in recording and acknowledging student participation in activities through reports and certificates of merit.
- Work with the Principal, Deputy Principal, Head of Department and Departmental Colleagues to maintain discipline standards within the Department and in the school as a whole.
- Ensure that reasonable precautions are taken to safeguard the health of the students on the school premises and during school events and excursions.

#### COMMUNICATION WITH COLLEAGUES

- Encourage efficient transfer of information within the Department and with other Departments.
- Foster cooperation between colleagues within and across the Streams.
- Be available to colleagues, listen to their concerns and provide support and advice as appropriate.
- Attend all Department Meetings.
- Meet regularly with the Head of Department.
- Meet regularly with staff involved in the transition years.
- Work closely with the Departmental Secretary to ensure the efficient completion of administrative matters.

#### PROFESSIONAL DEVELOPMENT & LEADERSHIP

- Upgrade his/her skills by attending appropriate training courses or following professional development channels, and support others to do the same.
- Assist the Head of Department in monitoring and ensuring the maintenance of standards in all aspects of the Department, with particular emphasis on matters relating to the curriculum.
- Assist the Head of Department with the co-ordination and implementation of the appraisal system within the Department.
- Take a leading role in the planning of the school-wide CPD Day, in consultation with the Head of Stream.
- Coordinate in-service training for staff within the Department.
- Actively source opportunities for professional development and ensure staff are appropriately informed.
- Take a leading role in the induction programme for Colleagues new to GSIS and/or for those taking on new responsibilities.

#### COMMUNICATION WITH PARENTS

- Be accessible to parents and respond to parent enquiries in a timely manner.
- Actively support the KPR system and attend the Departmental KPR meetings, as appropriate.
- In consultation with the Head of Department, host or assist at meetings, as appropriate, to provide parents with necessary information on matters such as subject options, the transition years, etc.

#### COMMUNICATION WITH THE WIDER COMMUNITY

- Assist the Head of Department in the maintenance and updating of the Departmental website.
- Provide references for staff and students, as appropriate.

## CONTRIBUTION TO WIDER SCHOOL ACTIVITIES

- Maintain a profile within the school by attending and taking part in assemblies, awards ceremonies, etc. and by supporting and actively participating in a wide range of activities.

### WHO WE ARE LOOKING FOR

- Teaching qualification and suitable academic qualifications at the primary level.
- Candidate with a Masters degree would be preferred.
- At least 5 years teaching experience, including demonstrable leadership experience and school improvement projects.
- Experience of data management in terms of tracking and monitoring student progress.
- Excellent English speaker with sound written and oral communication skills (native speaker level).
- Culturally sensitive, tolerant and patient.
- Positive, proactive and independent work ethic.

***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

GSIS offers benefits such as competitive salary, 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 a “high trust” environment 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/en/about-us/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.