

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position commencing in in **August 2025**.

DEPUTY HEAD OF KINDERGARTEN (GERMAN AND ENGLISH INTERNATIONAL STREAM)

The Kindergarten at GSIS integrates both the German International Stream and the English International Stream, where students work and learn together under one roof. The Kindergarten English International Stream follows a curriculum to suit our international student body. The Deputy Head of the Kindergarten supports the overall management and leadership of faculty staff and administrative personnel at the Pok Fu Lam Campus.

11 GUILDFORD ROAD
THE PEAK HONG KONG

WWW.GSIS.EDU.HK

TEL (852) 2849 6216
 FAX (852) 2849 6347
 EMAIL GSIS@GSIS.EDU.HK

Applicants should have a history of effective leadership within the international education sector. We seek an excellent communicator with outstanding interpersonal skills who can build relationships of trust and confidence. The candidate should be familiar with the principles, processes and implementation of school self-review and curriculum development. The curriculum adapts the Early Years Foundation Stage framework and reflects the internationalism of the teaching staff and the school. Additionally, we are looking for someone who has demonstrated continuous professional learning in their career.

The successful candidate will have taught K1 and K2 and will have recent teaching experience, as s/he will be expected to teach a few lessons.

Job Responsibilities

- Work with the English International Stream Kindergarten class teachers to ensure the curriculum is regularly reviewed.
- Contribute to and monitor the strategic development of the kindergarten section.
- Work with the Head of the Department and the Heads of German and English Primary to prepare the timetable for Pok Fu Lam.
- Jointly manage the GSIS Pok Fu Lam Campus with the Head of Department.
- Ensure the transition year is effective and students' progress is continuous.
- Work with the Senior Management Team to produce the annual school calendar.
- In consultation with the Head of the Kindergarten, ensure the timely preparation and organisation of events, meetings and activities throughout the school year, as appropriate.
- Work with the Head of Kindergarten to ensure an efficient start of each academic year and subsequent meetings.
- Ensure the timely completion of all administration required by the school management.
- In cooperation with the Head of English International Stream, the Head of Department, and the Admission Officer, interview days for future kindergarten students are scheduled, and the interview process and interviews are overseen.

What is required and what we are looking for

- Teaching qualification and suitable academic qualifications at the Early Years level.
- Candidates with a Masters degree and a Kindergarten Principal qualification would be preferred.
- At least 8 - 10 years of teaching experience, including demonstrable leadership experience and school improvement projects in an international setting.
- Experience in 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.

What we offer

GSIS offers an excellent working environment in an international school within a dynamic community. You will be working with excellent students with outstanding academic results. The English International Stream consistently achieves outstanding I/GCSE and IB Diploma results, maintaining a world-class standard year after year. You can see the impressive I/GCSE results for 2024 on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/66d11f9cb7f0e423790ca9a9/>.

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 professional development and are willing to contribute to wider school activities.

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/>) to the Director of Human Resources.

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.

Personal data collected will be used for recruitment purposes only. ***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 will be conducted to safeguard all students at GSIS.***