

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, which lead to qualifications in the German International Abitur and I/GCSE & IBDP, respectively. We are inviting applications for the following position commencing in **August 2025**.



ACTING DEPUTY HEAD OF DEPARTMENT (GERMAN INTERNATIONAL STREAM - PRIMARY DEPARTMENT)

The German Primary School of the German International Stream follows a curriculum to suit our international student body. The Acting Deputy Head of Department will support in the overall management and leadership of faculty staff and administrative personnel.

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, able to build relationships of trust and confidence. In this role, you will work with faculty and non-faculty colleagues and with the support of the Acting Head of the Department to ensure good professional practice and maintain high teaching and learning standards. S/he supports the Department's educational philosophy and assists in implementing this philosophy for the all-around development of each child within a stimulating, supportive, and happy environment.

The successful candidate will have taught a range of age groups from DVOR to K04 and will have recent teaching experience, as s/he will be expected to teach a small number of lessons.

Job responsibilities

- Work with the Curriculum Leaders and the Year Group Coordinators to ensure the curriculum is regularly reviewed
- Contribute to and monitor the strategic development of the primary section
- Take the lead in the production of the academic timetable and liaise with those responsible for the timetable in other areas of the school.
- Work with the Senior Management Team on the production of the annual school calendar.
- Ensure that the transition years are effective, and students' progress is continuous
- Work with the Primary Leadership Team towards the efficient start of each academic year
- In consultation with the Acting Head of Department ensure the timely preparation and organisation of events, meetings and activities throughout the school year, as appropriate
- In consultation with the Acting 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 to ensure an efficient start of each academic year and subsequent meetings
- Ensure the timely completion of all administration required by the school management

What is required and what we're 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

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/2023/09/igcse-results-2023/>.

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 student at GSIS.***