

# 加入我们 — 职位信息

## Join us — Vacancy Information



包玉刚实验学校  
YK PAO SCHOOL

### **YK Pao School**

Shanghai, China

**Middle School Deputy Principal (Pastoral)**

### **Primary Responsibilities:**

YK Pao School is committed to safeguarding and promoting the welfare of children, and requires all staff to always respect this commitment, regard it as their own responsibility, and evaluate the work all-round from the perspective of children's safety. To comply with, participate in and implement the work and requirements of child protection is the primary task of all staff members. At the same time, the school expects the staff to take the initiative and contribute to the school community and school's development in a wider range.

Keep abreast of the latest national laws and regulations, industry norms, certification (such as CIS/WASC) standards related to the business within your responsibilities, maintain a high level of professional ethics and requirements, and ensure that management decisions, policy making and work practices fully comply with the above regulations, standards and requirements; Revise relevant internal policies, procedures and the release of information in time when relevant regulations and requirements are changed or updated, and remind promptly relevant personnel and departments within the school to ensure that the school operation is always in compliance.

Applications are invited as soon as possible as we will be beginning online interviews shortly.

### **Position Summary:**

The Deputy Principal (Pastoral) provides strategic leadership for all aspects of pastoral care in the middle school. They oversee behavior, attendance, and student engagement while ensuring that systems, programs, and staff support the holistic development of students, fostering a safe, inclusive, and positive school culture. They work closely with the Director of Safeguarding and Student Wellbeing to integrate safeguarding, mental health, and pastoral support.

### **Main Job Responsibilities:**

#### 1. Leadership & Strategy

- Lead the pastoral vision and strategy for the middle school in alignment with whole-school values and policies.
- Shape and develop a culture ethos among the staff and students to ensure harmonious working relationships and a positive and inclusive school community.
- Oversee and support the work of Director of Safeguarding and Student Wellbeing, Heads of Year, and Social-Emotional Counselors through line management, appraisal, and coaching/mentoring.
- Ensure pastoral systems are clear and consistent while promoting a positive approach to student discipline, develop and support students' wellbeing, and are reviewed and revised to meet students' needs.
- Collaborate with the Academic Affairs Office to ensure proactive communication and aligned implementation occurs across academics and pastoral care.
- Provide relevant contributions for the School's strategic plan and document the actions and initiatives that align with the stated objectives.

- Support with the recruitment of new staff members, as directed by the Middle School Principal.
- Support the admissions process, as directed by the Middle School Principal.
- Deputize for the Middle School Principal as/when required.

## 2. Student Behavior & Student Engagement

- Develop, monitor and review policy related to disciplinary, reward and support procedures to develop best practice and provide appropriate support as necessary.
- Oversee the daily implementation of student behavior and attendance systems.
- Lead the Heads of Year in monitoring student behavior and attendance, ensuring timelines and procedures are followed for any incident or concern.
- Analyze student behavior data to look for patterns and trends and identify actions and solutions to address concerns.
- Oversee the use of rewards and sanctions with active monitoring to ensure they are being used consistently and fairly across the student body.
- Ensure students take pride in their appearance and being members of YK Pao School community, take the lead in ensuring the uniform standards are upheld.
- Support Head of Year and other staff members to lead restorative conversations between students and give strategies and practices for repair.
- Develop and monitor the implementation of clear escalation procedures including timelines for communication, investigation protocols, actions, and monitoring.
- Manage high-level behavior incidents, following all protocols and procedures for investigations, communication, and follow-up actions.
- Develop positive initiatives to build a respectful and responsible school culture, actively and intentionally celebrating student success as a whole and individually on a regular basis.
- Be knowledgeable and up to date with Chinese laws and government guidance regarding student behavior and safeguarding.

## 3. Pastoral Care & Student Support

- Ensure the smooth organization of the Tutor system, allocating tutors as required.
- Support tutors to maintain standards and excellence in tutoring, developing and delivering training as needed to individuals or whole group.
- Ensure appropriate systems for monitoring pastoral matters, and sharing information as required across staff (with due regard to confidentiality).
- Analyze pastoral data including lateness, attendance, wellbeing measures, to look for trends and emerging issues and to ensure that all students cared for.
- Ensure the consistency and quality of pastoral provision across year levels through the appraisal system.
- Lead interventions for students at risk and oversee referral, monitoring, and support process, collaborating with Director of Safeguarding and Student Wellbeing and school counselors as needed.
- Collaborate and coordinate with the Director of Learning Support regarding students with specific educational needs to ensure support is appropriate, monitored, and effective.

## 4. Community & Culture

- Foster strong relationships with students, families, and staff.
- Support parent communication related to behavior and pastoral care, through weekly Circular messages, PTA meetings, and/or individual conversations.
- Organize and/or lead parent workshops related to relevant topics around pastoral care and student wellbeing
- Promote initiatives that enhance inclusion, belonging, and positive school culture.
- Communicate and collaborate with primary and high school colleagues regarding student pastoral and well-being issues, ensuring all students have a smooth transition between campuses.

## 5. Management & Oversight

- Oversee behavior management system, tutor program, and wellbeing initiatives.
- Be responsible for the oversight and development of high-quality Wellbeing and Tutor Program curriculum, ensuring emerging and relevant pastoral issues are addressed and local and international best practice is reflected.
- Lead regular pastoral team meetings to align approaches, analyze data, and share best practice.
- Lead the Student-Centered Panel in weekly meetings where at-risk students are identified, discussed, or monitored across academics and pastoral teams.
- Provide training and support to Heads of Year and other relevant staff members in investigation and behavior response protocols and procedures to ensure accurate, timely, and effective outcomes.
- Provide training and support to all staff members in providing effective pastoral care; tailoring PD and resources to stated goals of the school.
- Report to the Principal on key pastoral indicators and concerns.

### **Job requirements:**

1. Degree in Education or subject-related field.
2. 3+ years of pastoral leadership at the school or campus level.
3. Proven experience in managing middle or senior pastoral leaders.
4. Experience with high-level safeguarding or pastoral cases.
5. Experience building proactive and positive relationships with parents.
6. Qualified Teacher Certification.
7. High emotional intelligence and cultural sensitivity.
8. Ability to maintain confidentiality and handle sensitive cases appropriately.
9. Strong organizational and case management skills.
10. Proactive, student-centered, and collaborative approach.
11. Ability to prioritize and balance efficiency with a high degree of accuracy.

### **Attractive Remuneration Package:**

1. Competitive Salary
2. Comprehensive International medical insurance (except US)
3. Pension Contribution
4. Housing Allowance
5. Flight Allowance
6. Relocation Allowance

For more information please visit: <https://www.ykpaoschool.cn>