



**YK PAO SCHOOL
APPOINTMENT OF
HIGH SCHOOL DEPUTY PRINCIPAL (ACADEMIC)**

For August 2027



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.

The next High School Deputy Principal (Academic) of YK Pao School will join a world-renowned school on the cusp of an exciting and strategically critical stage in its evolution.

With its pioneering heritage, inspiring Mission and Vision, innovative bilingual curriculum, strong market position, talented faculty and staff, and robust finances, YK Pao School has many intrinsic strengths. The School has been ranked as the top internationally-oriented bilingual school in China consecutively over the last five years whilst it has also been named as the top international school in China by Forbes Magazine in 2025. In 2026 the graduating class of 128 students achieved an average IBDP score of 39.2 whilst students received multiple offers from world leading universities. Its achievements are reflected in its popularity with applicants outnumbering places by ten to one in most year groups.

These existing strengths and successes are matched by considerable ambition for the future. YK Pao School celebrates its 20th anniversary in 2027, and the Board, the Leadership Team and the entire YK Pao community envisage this next chapter in bold and aspirational terms. YK Pao School was founded as a “world-class school for tomorrow’s China, educating global citizens and future leaders on a foundation of strong values and academic excellence”. This founding Vision has arguably never been more relevant and important than it is today.

THE ROLE

The Deputy Principal (Academic) is responsible for the day-to-day running of the High School and for all curriculum and academic matters. This role serves as the direct line manager of the Director of IB and shares the line management of the Heads of Department with other members of the Campus Leadership Team.

The key responsibilities for the Deputy Principal (Academic) are:

Strategic Leadership

- To contribute as a key member of the Campus Leadership Team to the future strategy and development of the school;
- To work with counterparts at the Primary School and Middle School on cross-school initiatives, alignment and integration;

Educational Excellence

- To work with the Principal and the Director of Teaching and Learning to promote excellence in teaching throughout the High School;

Operational Management

- To work with the High School Principal to ensure the efficient and effective day-to-day running of the school;
- To lead the work of the Academic Administration Office (AAO) including having oversight and reviewing the delivery of the academic curriculum including, but not limited to: Timetable, Internal and External Examinations, cover requirements, Assessment and Reporting.
- Oversight of academic monitoring and development of students including the use of relevant baseline assessment data to ensure that students are making excellent progress throughout the High School.
- To liaise closely with members of the CLT and other key stakeholders with regards to key dates, events and ongoing operational strategy throughout the school year.
- To ensure that the School's policies and procedures are up-to-date and compliant both with Chinese Government requirements and with IB and CIS/WASC accreditation criteria;
- To have oversight of curriculum development and to ensure consistency and coherency with what is taught at YK Pao Middle School;
- To be responsible for the budgeting and financial management of academic departments in order to ensure a sound financial basis for the school.

External Representation

- To work with the Principal to ensure that the School's approach and practice is well articulated to parents and that any issues and concerns raised are dealt with swiftly and effectively;
- To work with the Principal and the School's marketing team to increase the visibility and recognition of YK Pao High School both within China and internationally;
- To work with the Principal and the School's Admissions team to attract the right students and to ensure that selection of students is based on fair and effective practices;

REQUIRED CREDENTIALS & SKILLS

- A university degree with preferably an advanced degree and/or certification in educational leadership.
- Educational leadership experience preferably in a bi-cultural environment.
- Understanding of best educational practices from around the world;

Proven leadership experience and ability:

- A track record of successful leadership in either an academic or pastoral role;
- The ability to motivate and inspire both colleagues and students;
- Proven experience of leading and developing teams with a clear commitment to the continuing professional development of all colleagues.
- An ability to identify areas of improvement in school operations and a solution-oriented mindset;
- The intellectual acuity needed to contribute significantly to educational debate within the school;
- Natural leadership qualities, with a capacity to initiate and manage change with flair and creativity.

Strong interpersonal and organizational skills:

- A collegiate working style, with an inclusive and empowering approach to management;
- A commitment to principles of sound management including development of staff, establishment, and communication of clear standards and expectations, effective delegation, performance monitoring and management, the building of trust;
- Administrative efficiency and the ability to prioritize.

Compelling personal qualities:

- A personal style combining authority, credibility, presence and a passionate commitment to excellence and all-round education;
- Appropriate academic credentials and an impressive record as a teacher with a love of teaching and an interest in the development of young people;
- Exceptional communication and relationship-building skills, allied with the ability to listen and influence others;
- A strong commitment to upholding high standards;
- Personal strength of character with a commitment to transparency, honesty, and fairness.

REMUNERATION PACKAGE

- Competitive Salary
- Comprehensive International medical insurance (except US)
- Pension Contribution
- Housing Allowance
- Flight Allowance

- Relocation Allowance

Applicants should submit a CV to joinus@ykpaoschool.cn (including details of key achievements and responsibilities) along with a covering letter which addresses the competencies outlined in the job description and person specification and outlines your interest in YK Pao School.

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