CARMEL SCHOOL HONG KONG

HEAD OF ELEMENTARY

Following the appointment of the current Head of Elementary as the new Whole School Principal upon the retirement of the current Principal, the Board of Carmel School Hong Kong now seeks to appoint a new Head of Elementary with effect from August 2027.

The school's mission:

"Carmel School is an inclusive Jewish international school committed to academic excellence through fostering intellectual curiosity, self-learning and the individual development of each child."



A. THE SCHOOL

Carmel School is an inclusive Jewish international school committed to academic excellence through fostering intellectual curiosity, self-directed learning and the individual development of each child.

Carmel School currently educates over 400 students aged 1-18 from countries all over the world. The school community is spread across three campuses on Hong Kong Island: the Holly Rofé Early Learning Centre (Preschool Section) is located in the Jewish Community Centre on Robinson Road, Mid-Levels; the Carmel Elementary Section is on Borrett Road, Mid-Levels; and the Elsa High School Section is in Shau Kei Wan on the east of Hong Kong Island. Each campus has excellent facilities.

The school is a well-established and highly successful International Baccalaureate (IB) Continuum World School, accredited to offer the Primary Years Programme (PYP) for Nursery to Grade 5, the Middle Years Programme (MYP) for Grade 6 to 10 and the IB Diploma Programme (DP) for Grades 11 and 12. Despite being non-selective, Carmel's graduating cohorts consistently attain impressive IB Diploma results and gain entrance to top universities worldwide. Since 2001 the school has also been accredited by the Western Association of Schools and Colleges (WASC).

Carmel School was founded by a group of parents in 1991, with an inaugural class of 12 pre-school pupils. The Secondary section (Middle and High School) was established in 2009 with Mrs Rachel Friedmann as the Founding Principal, who was then appointed as the Whole School Principal in 2010. The Class of 2026 was Carmel's 14th graduating class. For more than three decades the school has been a unifying and high-achieving feature of Hong Kong's thriving Jewish community.



Carmel's highly personalised approach to education, with an emphasis on growing caring, compassionate, global citizens, aims to develop students who are independent thinkers and good communicators with the potential to become creative leaders in the Jewish and wider world.

Through a generous teacher/student ratio, high-calibre teaching and leadership, and a curriculum comprising both international and Jewish studies, embracing the best of innovation and technology and catering for a range of learning styles, the school offers a richly nurturing environment.

Each student is unique, with different interests and aspirations: Carmel's mission is to give all its students a multitude of opportunities to discover their passions and to excel.



The PYP offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. It is a student-centred approach to education for children aged 3-12.

At Carmel Elementary section, learning naturally extends beyond the classroom walls. Our immersive field trips and educational visits challenge students to put their IB Learner Profile attributes into practice, building meaningful connections with their peers through engaging, real-world experiences.

Beyond the traditional academic setting, students actively explore their passions through dynamic, hands-on opportunities. Elementary students dive into technology and innovation in our STEAM Lab through Robotics and ICT skills, showcase their creative expression in our annual Art Gallery, and cultivate leadership and teamwork through Sports Day, the Swimming Gala, and a diverse range of after-school activities.

For full details of the school please visit its website https://www.carmel.edu.hk.

Also please see these two documents: Carmel School Prospectus and Academic Profile.

B. HEAD OF ELEMENTARY – ROLE AND RESPONSIBILITIES

The Head of Elementary is responsible to the Principal for organising all aspects of the day-to-day administration of Carmel Elementary and overseeing the school's secular education in a manner consistent with its stated aims and objectives. Specific duties include the following:

- To report to the Principal, and promptly give the Principal (in writing if so requested) all information, advice and explanations as the Principal may reasonably require in connection with matters relating either to any of the Head of Elementary's responsibilities or to Carmel School generally.
- To meet on a regular basis with the Principal.
- To attend regular meetings of the Board except as may be determined by the Chairman, and to provide updates and reports to the Board at those meetings on a transparent and honest basis. The annual appraisal of the Head of Elementary shall be conducted by the Principal.
- To exercise powers and perform such duties as Head of Elementary of the School and as may from time to time be vested in or assigned to them by Carmel.
- To comply with all reasonable directions from, and all regulations of, Carmel provided that the same are not inconsistent with applicable laws and regulations.
- To perform in good faith all responsibilities and duties as Head of Elementary, in a manner consistent with the school's ethos and mission statement, and in a way that promotes the interests of Carmel School and optimises its standards of Jewish and secular education.
- To devote the whole of their time, attention and abilities during the Term to carrying out their duties in a proper, loyal and efficient manner and use their best endeavours to promote the interests of the School and optimise the Jewish and secular standards of education at the School.
- To perform all duties (1) in Hong Kong at the places of business of Elsa High School section (460 Shau Kei Wan Road, Shau Kei Wan, Hong Kong), Carmel Elementary Section (10 Borrett Road, Mid-Levels, Hong Kong); and the Preschool Section (The Jewish Community Centre, One Robinson Place, 70 Robinson Road, Mid-Levels, Hong Kong), and (2) elsewhere in Hong Kong and on occasions outside Hong Kong as may reasonably be required for the business of Carmel School.







C. HEAD OF ELEMENTARY – PERSON SPECIFICATION

Qualifications and certification:
Educational background: Bachelor (or higher) degree in Education/Educational Leadership or a related field.
Teaching certification: eligible for teacher registration with the Hong Kong Education Bureau (EDB).
IB and WASC credentials: formal training, certified professional development in the International Baccalaureate (IB) framework and WASC school accreditation processes will be an advantage.

Experience and expertise:
Leadership: at least 3 years' successful senior leadership experience (eg as Head of Elementary, Deputy Head, Curriculum Coordinator or a similar post) in a Jewish/international school.
Curriculum mastery: deep expertise in leading, implementing and evaluating international curriculum frameworks and Jewish education, with an appreciation for language immersion programmes.
Operational capabilities: proven track record in managing multi-site operations within various educational landscapes, resource allocation, and leading diverse faculty teams.

School ethos and community engagement:
Jewish Life and Ethos: a strong understanding and appreciation of Jewish values, traditions, and culture, with the ability to seamlessly integrate the Jewish Life and Hebrew language programmes into the broader curriculum.
International-mindedness: a deep commitment to fostering global citizenship, diversity, and intercultural understanding within a multicultural community.

Core competencies and personal qualities:
Communication and representation: excellent English proficiency (written and spoken), exceptional interpersonal skills to engage effectively with parents, the Board and external stakeholders.
People leadership: an empowering, approachable leader skilled in faculty mentorship, instructional coaching, professional development, and building a collaborative team culture.
Adaptability and resilience: strong organisational skills and emotional intelligence, with the ability to navigate dynamic school environments and manage dual-campus operations efficiently.



D. REMUNERATION

The remuneration package offered to the successful candidate will include the elements listed below. Further details will be shared with candidates selected for interview.

- Competitive salary
- Accommodation allowance
- Airfare and relocation allowance
- Annual leave airfare allowance
- Children's education allowance for studying at Carmel School
- Group Medical Insurance
- Mandatory Provident (i.e. Pension) Scheme



E. APPLICATION PROCEDURE

Suitably qualified candidates should send their application as an email attachment to
David Cope of Search Associates - dcope@searchassociates.com
including all the items below, collated together in a single pdf,
to arrive **as soon as possible, and absolutely no later than 15 January 2027**:

- a letter of application (no more than one page), briefly outlining why the candidate wishes to apply for this position and what specific skills, qualities and experience she/he can offer
- a CV (no more than two pages)
- a short statement of educational and leadership values (no more than two pages)
- the names and full contact details of at least three senior professional referees, all of whom have known the candidate very well both professionally and personally for at least several years, and one of whom should if possible be the leader of the applicant's current organisation.

It is expected that interviews will take place in November and December 2026 and January and February 2027. However, the Board of Carmel School reserves the right to invite selected candidates to interview, and if appropriate to make the appointment, in advance of this schedule.

Closing date: 15 January, 2027. Please apply as above to dcope@searchassociates.com.





