



SHEN WAI INTERNATIONAL SCHOOL
深圳外國語學校國際部



Early Years & Primary Principal

Commencing August 2027



About Us

Shen Wai International School (SWIS) is a government-invested, non-profit international school located in Shenzhen, China, one of the world's most dynamic and innovative cities. Established in partnership with the Shenzhen Municipal Government and managed by Shenzhen Foreign Languages School (SFLS), SWIS serves expatriate students and students from Hong Kong, Macau, and Taiwan from Pre-Kindergarten through Grade 12.



SWIS VISION

Inspiring Global Minds



SWIS MISSION

SWIS develops confident, open-minded, lifelong learners and inspires students to take action as responsible global citizens.



SWIS VALUES

Integrity - Well-Being
Perseverance - Creativity
Empathy



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SWIS



SWIS is an authorized International Baccalaureate World School offering the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP). The school is accredited by both the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC).

The Early Years and Primary Division (EY&P) serves students from Pre-Kindergarten through Grade 5. Guided by the International Baccalaureate Primary Years Programme and inspired by the Reggio Emilia approach in the Early Years, the division emphasizes inquiry, agency, creativity, wellbeing, and academic excellence.



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Shenzhen



Shenzhen is China's leading innovation hub and one of Asia's most internationally connected cities. Home to over 17 million residents, Shenzhen offers exceptional infrastructure, world-class healthcare, excellent public transportation, and a vibrant international community.

Located in the heart of the Greater Bay Area, Shenzhen provides convenient access to Hong Kong, Macau, Guangzhou, and major cities throughout Asia. Residents enjoy a high quality of life, combining modern urban living with beautiful coastline, parks, hiking trails, cultural attractions, and exceptional dining experiences.

As one of China's most progressive and globally connected cities, Shenzhen offers outstanding professional and personal opportunities for international educators and their families.



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THE ROLE & POSITION OVERVIEW



SWIS seeks an exceptional Early Years & Primary Principal who is both an inspiring educational leader and a highly effective school administrator.

The successful candidate will lead a thriving Early Years and Primary Division grounded in the International Baccalaureate Primary Years Programme and a strong culture of care. Reporting to the Head of School (Academics), the Principal will provide strategic and operational leadership for teaching and learning, student wellbeing, faculty development, parent engagement, and divisional operations.

The next Principal will inherit a highly capable and collaborative faculty, strong student outcomes, a supportive parent community, and a clear commitment to the SWIS Mission, Vision, and Values. The position requires a visible, relational, and instructional leader who is passionate about inquiry-based learning, student wellbeing, and the development of internationally minded learners.



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EARLY YEARS & PRIMARY PRINCIPAL CORE RESPONSIBILITIES



Instructional Leadership

Lead the implementation and continuous development of the IB Primary Years Programme while promoting high-quality teaching, learning, and assessment practices across the division.



Student Wellbeing and Inclusion

Champion a culture of care that promotes student wellbeing, belonging, inclusion, safeguarding, and positive behavior through proactive systems and supports.



Faculty Development

Recruit, develop, support, and evaluate faculty while fostering a collaborative culture focused on professional growth, innovation, and continuous improvement.



Operational Leadership

Oversee day-to-day divisional operations including budgeting, staffing, scheduling, safety, admissions support, facilities use, and programme implementation.



Community Engagement

Build strong partnerships with parents and promote effective communication, collaboration, and shared responsibility for student success.



Strategic Leadership

Work closely with the Head of School (Academics) and school leadership team to advance divisional priorities and contribute to the achievement of broader school goals.



Safeguarding and Child Protection

Ensure the full implementation of SWIS safeguarding and child protection policies and foster a culture in which student safety remains the highest priority.





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ESSENTIAL QUALIFICATIONS



Education & Certification

- Master's degree or higher in Education or Educational Leadership.
- Recognized teaching qualification.

Professional Experience

- Significant, successful leadership experience in an international school setting.
- Deep working knowledge of the IB Primary Years Programme (PYP)
- Proven ability to lead teaching and learning improvement initiatives, including faculty evaluation, coaching, and professional development.
- Strong understanding of Early Years and Primary educational practice.

Core Competencies & Skills

- A deep commitment to inquiry-based learning.
- Strong organizational skills.
- Excellent written and verbal communication skills in English.
- Demonstrated commitment to child safeguarding, student wellbeing and inclusion.
- Ability to build trusting, transparent, and respectful relationships across a diverse international community.
- Cultural intelligence and the ability to lead within a multicultural environment.



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DESIRED QUALIFICATIONS



Leadership & School Experience

- Previous experience as a Principal, Head of Primary, or similar senior leadership role.
- Experience leading school accreditation, authorization or a strategic planning processes.
- Evidence of successfully leading innovation, technology integration, and future-focused learning initiatives.
- Experience living and working in the China context.

Community

- A track record of building strong parent-school partnerships.
- A track record of building and maintaining a supportive instructional community.

Personal Attributes

- Warm, visible, approachable, and highly relational.
- Calm, resilient, and solutions-oriented under pressure.
- A reflective, principled practitioner committed to continuous improvement and active listening.
- Enthusiastic about contributing to the vibrant life of the school community.



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REMUNERATION PACKAGE



SWIS offers a competitive international leadership package commensurate with qualifications and experience, including:

- Competitive leadership salary
- Furnished on campus accommodation or housing allowance
- Annual airfare allowance
- International medical insurance
- Tuition support for dependent children
- Retirement and pension benefits
- Relocation and shipping allowance
- Professional development support
- Generous leave provisions



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APPLICATION PROCEDURE



Interested candidates should submit the following as one application package in a single PDF document.

- Letter of application
- Current résumé/CV
- Educational leadership philosophy statement
- List of professional references

The application package should be sent to:
Daniel Legault ,SWIS Head of School daniel.legault@swis.cn
And Lynn Huang, SWIS HR Director lynn.huang@swis.cn

Applications will be reviewed on a rolling basis until the position is filled.

The successful candidate will assume duties in August 2027.

Shen Wai International School is committed to safeguarding and promoting the welfare of children and young people.

All appointments are subject to rigorous child protection screening, including reference checks, verification of qualifications, identity checks, and criminal background clearances.

Any misrepresentation, falsification, or omission of information may result in withdrawal of an offer of employment or dismissal from service.



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