



**Head of Counselling**  
**Chinese International School**  
**Hong Kong, China—July 2024**

---

**The School**

Chinese International School was founded in 1983 as a small “East meet West” school grounded with roots in Hong Kong and has now grown to a vibrant community of over 1,500 students aged 4-18. Located in Hong Kong, with a Study Centre for Year 10 students in Hangzhou, CIS’ mission to empower students to discover new paths, build bridges, and flourish on a life’s journey in pursuit of excellence, commitment to service, and stewardship of our future is supported by passionate educators, skilled administrators, dedicated operational staff, and a caring community. An alumni community of more than 5,000 spread across the globe includes leaders in law, finance, academia, science, technology, the arts, and beyond. The CIS relationship is one for a lifetime and our alums return regularly to school to share their wisdom with the latest generation of students.

Committed to academic excellence through its bilingual English and Mandarin program, Chinese International School (CIS) is a school of uncommon aspirations and outcomes. Its students engage in a demanding academic program within a highly supportive environment, while experiencing the opportunities inherent in a dynamic global educational community. All community members seek to embrace and embody the school’s core values:

- 仁 We care for ourselves, each other, our communities, and our planet.
- 義 We act with courage to stand up for what is right.
- 禮 We respect one another and we embrace diversity.
- 智 We seek to discern right from wrong and we make responsible choices.
- 信 We are honest and trustworthy and we act with integrity.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

## Mission Statement

We are a community of learners at the confluence of East and West, each empowered by a bilingual, inter-cultural programme to discover new paths, build bridges, and flourish on a life's journey in pursuit of excellence, commitment to service, and stewardship of our future.

## At a Glance



Established  
**1983**



Enrollment  
**1,500+**



Total Faculty  
**243+**



Student-faculty Ratio  
**8:1**



Financial aid awarded  
**HKD13M**



Nationalities represented in  
student body  
**30+**



Faculty with advanced  
degrees  
**141**



Campus size  
**1,3 hecares**

Primary School enrollment (Reception-  
Year 6): 650+

Secondary School enrollment (Year 7-9 &  
11-13): 850+

CIS Hangzhou (Year 10): 100+

Nationalities represented in the faculty: 20+

Average faculty tenure: 10+ years

Students receiving aid: 45

Co-curricular activities offered: 150+

Mascot: Phoenix



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

## About Hong Kong

Hong Kong is located south of Guangdong and faces the South China Sea to the east, west, and south. It is one of the most densely populated areas in the world, with a population of seven million people inhabiting only 1,108 sq. km. (428 sq. mi.) of land. At the same time, Hong Kong is an extraordinarily green place, 40% of which is country park and where there are more than 250 islands. Known as a global hub where East meets West, Hong Kong is called Asia's "world city"—an autonomous melting pot of cultures. In spite of its size and visibility, Hong Kong's neighborhoods possess an authentic sense of community and security that is unlike what may be found in other global metropolises.

Hong Kong began as a trading port and became a dependent territory of the United Kingdom in 1842 and remained so until the transfer of sovereignty to the People's Republic of China in 1997. Along with Macau, Hong Kong is one of the two Special Administrative Regions (SAR) of China, operating under the "one country, two systems" policy. As a result, Hong Kong is largely self-governing, has its own currency, legal and political systems, and a high degree of autonomy in many administrative areas.

Renowned for its expansive skyline and exquisite natural setting, Hong Kong is one of the world's leading financial capitals. A major business and cultural hub, it maintains a highly developed capitalist economy. One of the key advantages of Hong Kong, whether for an individual or a business, is the low and simple tax structure. Its identity as a cosmopolitan center where East meets West is reflected in its cuisine, cinema, music, and traditions. Although the population is predominantly Chinese, residents and expatriates of other ethnicities form a small but significant segment of society. It is a "westernized city next to the fastest growing economy in the world."

While a world-class center for commerce and trade, it is also very much a family-friendly place. Hong Kong has that special energy that is a hallmark of big city living, but its hilly and mountainous terrain offers the charm of beautiful countryside dotted with small villages, as well as access to plentiful parks and nature reserves. Only in Hong Kong is it possible to be surrounded by skyscrapers in the morning and to be lying on the beach or hiking on a trail by lunchtime. Hong Kong's Mass Transit Railway (MTR) is one of the best underground metro systems in the world—safe, clean, fast, and easy to navigate. Residents also use taxis, buses, and trams to navigate the city. The heart of Hong Kong bustles with activity until late, as patrons enjoy the many boutiques and world-class shopping, as well as an ample array of culinary options, from fine dining to street stalls. From its vibrant cityscape to the ease of travel to other parts of Asia, Hong Kong has a great deal to offer its residents.



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

## The Position

CIS's Social and Emotional Counselling Department provides a comprehensive program to support the individual and collective needs of a diverse student and parent population that has a uniformly high level of academic expectations. The Head of School Counselling position carries responsibility for leading the school social and emotional counselling team, promoting student well-being and success, providing support services and responding to identified student needs by implementing a school counselling programme that addresses the psychosocial development of all students in the care of the school. The counsellor adheres to the policies, procedures and ethical standards of the school counselling profession.

The Head of Counselling will have excellent leadership skills, show initiative, be well experienced in counselling and developing new programmes, be able to facilitate and organize effective meetings, able to work independently and as part of a team, will be patient, resourceful and above all enjoy working with and supporting adolescents. They will fulfil the supervisory and operational leadership responsibilities for the department. These responsibilities include supervising, appraising, and developing five Counsellors; facilitating and chairing meetings; running case conferences; overseeing the day-to-day functioning of the team; directing the production and coordination of communications with other CIS teams and external constituencies; and assuming a counselling load themselves.

The Head of Counselling will lead the counselling team, which currently includes five counsellors. They work hard and fundamentally focus everything on what is best for students. This is an exciting opportunity for a collaborative, student-centered, globally-minded, dynamic and experienced school counsellor to lead a team intent on supporting student well being.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)



## Opportunities and Challenges

CIS has launched a visionary strategic plan, Vision '33, that will guide the community's work and focus for the next ten years. The Head of Counselling has the opportunity to ensure that the counselling practices support and align with this vision and to engage in more of the strategic work and decisions that lie ahead. In addition, they will:

- Join and lead a highly experienced team of school counsellors who have high levels of commitment to the school, its students, and the program;
- Further develop the team as a highly functioning department;
- Work with the team to consider and then implement change within the program as the backgrounds and needs of the school's student and parent populations continue to evolve;
- Oversee all operational aspects of the counselling program and supervise the counselling team;
- Work closely with the Student Affairs team and the Secondary Leadership to fully support the well being of all students;
- Continue to strengthen and develop the relationships and collaborations with the school's University Counselling team to better understand and support students in the University Application process;
- Aid the team's success in delivering a comprehensive school counselling program;
- Navigate, with curiosity and flexibility, the ambiguities inherent in leading a department.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)

## Qualifications and personal attributes

- Enthusiastic and joyful about working with teenagers and in a school community;
- A strategic thinker eager to collaborate with and lead colleagues to develop and refine systems and processes and to hone counselling skills to support students and their families better;
- A capacity to see the big picture and to ensure the alignment of social and emotional program decisions and initiatives with the broader context of the school's operations and vision;
- Commitment to learning and continued professional development and growth;
- Experience and skill in seamlessly navigating across cultures, with a particular appreciation for Chinese civilisation;
- Diplomatic, considerate and tactful—ready to facilitate understanding and mediate different points of view successfully, while leading thoughtfully and decisively;
- Significant previous experience engaging with school social and emotional counselling teams and systems, preferably in international schools;
- Proven experience in connecting and counselling adolescents;
- A robust professional network amongst the counselling community;
- Excellent communication skills in English, especially engaging public speaking, close listening, and clear and dynamic writing abilities;
- The ability to speak Mandarin and/or Cantonese is valued, but not required for the position;
- Masters degree in Psychological Counselling (or equivalent).



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)



## Learn More

Click on the links below to learn more about Chinese International School.

[School Website](#)

[School History](#)

[Strategic Vision](#)

## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

**Justine Brown**

[justine.brown@carneysandoe.com](mailto:justine.brown@carneysandoe.com)

**Namita Bhattacharya**

[namita@carneysandoe.com](mailto:namita@carneysandoe.com)



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)