



# A CAREER at AISHK

Current Employment Opportunities & Role Descriptions  
A Glimpse of Life at the only Australian School in Hong Kong









# WELCOME

## FROM THE HEAD OF SCHOOL

Welcome to **Australian International School Hong Kong (AISHK)** and thank you for your interest in joining our school community.

Founded in 1995, a Reception (K2) to Year 12 co-educational day school providing a high quality, balanced education in a vibrant and caring environment. We are underpinned by diversity, strong intercultural understanding and Australian values. Our 1,100 students come from over 25 different nations.

Uniquely Australian in ethos and atmosphere, AISHK operates on an Australian school year cycle from late January to mid-December. We are the only school in Hong Kong to offer the Australian curriculum, with the option for students in their final two years to study either the New South Wales Higher School Certificate (NSW HSC) or the International Baccalaureate Diploma Programme (IBDP). Year-on-year the graduating students matriculate with outstanding results from NSW HSC or IBDP curriculums and easily transition to tertiary studies in Australia and elsewhere around the world.

We live our mission to provide a world class international school where students achieve their personal best and graduate as skilled, influential, compassionate and responsible citizens. Our unwavering commitment to a high quality and holistic educational experience ensures that every child is challenged and nurtured to do their best in all academic, extra-curricular and service-learning experiences. Our students are supported at every stage to successfully demonstrate the core values of our unique school community.

As you discover more about AISHK, I hope you catch a glimpse of the wonderful learning environment I am privileged to lead every day.

I look forward to the opportunity to welcome you to AISHK.



**Mina Dunstan**  
Head of School



## Our School

Situated in Kowloon Tong, Australian International School Hong Kong (AISHK) is a non-profit, co-educational day school for students from Reception to Year 12.

Founded in 1995 to fulfil the growing demand for a premier Australian educational institution in Hong Kong, the School today welcomes more than 1,100 students. Operating on an Australian school year (late January to mid-December), AISHK is the only school in Hong Kong to utilise the Australian curriculum.

Primary students study the Australian national curriculum and Years 7-10 study the NSW Stage 4 and 5 curriculum, with school based examinations and assessment at the end of Year 10. Students are also entered for academic competitions

in several subjects along with the Australian National Assessment Program – Literacy and Numeracy at Year 3, 5, 7 and 9.

AISHK offers senior secondary students (Year 11 and Year 12) the option to undertake either the New South Wales Higher School Certificate (NSW HSC) or the International Baccalaureate Diploma (IBDP), creating a seamless transition to all universities in Australia and around the world.

Our Wellbeing program complements the school's rigorous academic focus while enabling students to develop personality and character, celebrate excellence, develop confidence, and maintain genuine and meaningful friendships.



## Our Governance and Leadership

AISHK is governed by the Australian International School Foundation Limited (AISFL), a charitable status body which provides guardianship for the School's future. The Foundation Board has permanent representation from key Australian organisations in Hong Kong.

AISHK is led by the Head of School, who is supported in this task by the School Executive. Their purpose is to advise and report to the Board with regard to the School's Strategic Development Plan, School Management, Goals and Key Performance indicators.

The School Executive ensures all policies, procedures and processes align with the School's Mission Statement and Values. This team also manages the day to day operations and optimise learning and teaching opportunities for all students and plan strategically for the future.

The School Executive is chaired by the Head of School and the members are:

- **Ms Mina Dunstan**  
Head of School
- **Mr Kevin Elliott**  
Head of Finance and Operations
- **Mr Brendan Kean**  
Head of Primary
- **Mrs Donna Botfield**  
Deputy Head of Primary
- **Mr Christopher Bird**  
Deputy Head of Primary
- **Mr Peter Phillips**  
Head of Secondary
- **Ms Margaret Bailey**  
Deputy Head of Secondary
- **Ms Karin Bennett**  
Deputy Head of Secondary

The entire AISHK community works together with energy, foresight and drive to ensure a valued school experience which continues to be recognised for its warmth, energy and excellence.



## Our Staff

AISHK places great importance on recruiting and retaining high-calibre and well qualified teaching staff from Australia and around the world. From our teachers to our School Executive and administrative support team, AISHK is managed and led by a passionate staff community, which works with dedication to deliver a world-class education for every student.

# 185 Staff

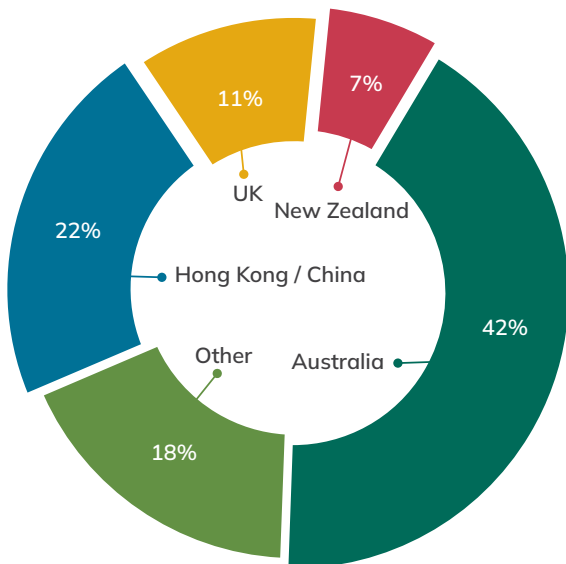
## 23%

Staff with 10+ Years at AISHK

## 51%

Staff with 5+ Years at AISHK

## All Staff Passport Nationalities



## Teacher Passport Nationalities

Australia	<b>51%</b>
Other	<b>11%</b>
Hong Kong / China	<b>11%</b>
UK	<b>18%</b>
New Zealand	<b>9%</b>



## Staff Wellbeing and Development

In line with our school's approach to wellbeing, AISHK provides a wide range of opportunities for Professional Learning. AISHK also encourages activities to promote staff wellbeing and integration across all year levels, departments and faculties.



## What AISHK Parents are saying

*"AISHK teachers are worth their weight in gold."*

*"The teachers are amazing, and that's why I send my children to this school... Support staff are equally as good."*

*"Teachers, students and parents have a very close relationship."*



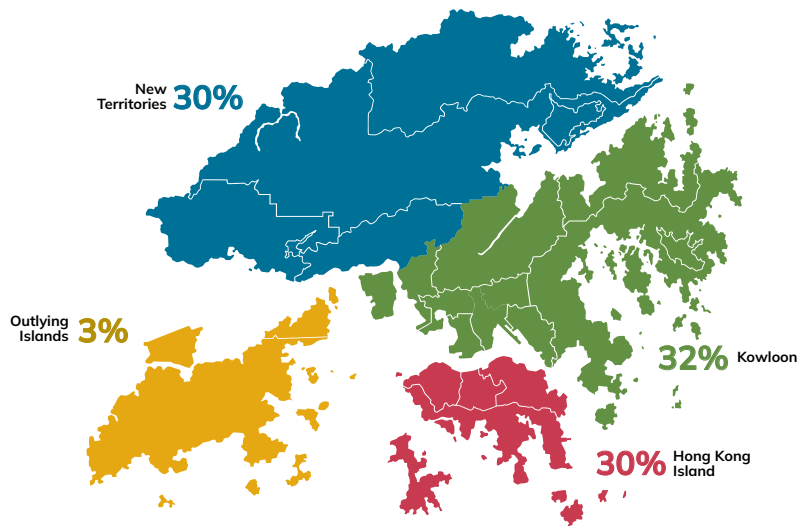
## Our Students

As a leading international school in Hong Kong, the student body at AISHK represents over 25 nationalities. This reflects the rich cultural diversity of our School and our wider community. AISHK emphasises the pursuit of personal excellence, both in and out of the classroom, providing an environment for students to reach their full academic, cultural, physical and emotional potential. AISHK graduates go on to study at top universities in Australia and throughout the world.

## 1,100+ Student Population



### Student Nationalities



### Where do AISHK families live?



*"AISHK has taught me that my generation are the game-changers of the future. I realised that we, being privileged with a great education, are capable of shaping the world, and that we should use the power of education to fulfil greater purpose and meaning in our lives."*

**Chloe Lam**, Alumni

# Teacher Compensation and Benefits

AISHK offers an excellent salary and a range of benefits:

- The initial contract period will be for the period **21 January 2025 to 31 December 2026**. Thereafter an employment contract may be renewed by agreement for successive periods of two years.
- Based on qualifications and experience, our annual compensation for teachers ranges from **HK\$ 573,540 to HK \$994,260**.
- A gratuity sum equivalent to **21%** of the gross salary is paid at the end of each fixed-term contract, ranging from **HK\$ 120,443 to HK\$ 208,795**.
- Teachers taking on positions of leadership are eligible for an additional monetary allowance and/or allocated time release, depending on the responsibilities being undertaken.
- The benefits identified below are available to staff who are relocating from outside of Hong Kong:

Staff can receive an advance on their salary up to a maximum amount of \$80,000 if requested. The loan is repayable in 10 equal installments, due on the last day of each calendar month. Repayment commences in the month following commencement of employment. For relocating couples, both of whom are AISHK employees, only one loan is available. In the event that the employment by the Foundation terminates for any reason, the loan shall be immediately repayable in full.

Reimbursement is offered for relocation costs up to HK\$25,000 (single person),

HK\$30,000 (couple), HK\$40,000 (family). You will need to make your own shipping arrangements. This reimbursement may be used to cover airfare from your home country to Hong Kong, shipment of unaccompanied baggage and costs for purchasing household items for setting up residence in Hong Kong.

Before any staff vacancy can be permanently filled at AISHK the preferred applicant being offered the position must tender a completed Criminal Check Certificate from the national police authority applicable to their current employment location. AISHK requests this Criminal History Check Certificate so as to confirm the potential employee has no criminal record that would deem them ineligible for employment in a school setting or exclude them from working with children.

Staff may choose to participate in the medical scheme provided by the school and a dental health package is also available as an optional scheme at the cost of the staff member. The Medical Insurance Scheme has four plans for primary care (outpatient service) and secondary care (In-patient hospital and surgical benefit) cover. Plan 2 is the basic plan which the school presently covers all costs for staff. Plan 1, 3, and 4 are enhanced plans that provide additional hospital and surgical cover and the staff member is required to pay the difference in plan costs between plan two and their chosen plan. Spouses and children are able to be included in the medical/dental schemes at their own cost.



Housing is not provided but in accordance with the “Conditions of Service for Teachers” the School reserves the right to restructure salary awards in order to minimise the liability of staff to pay tax. Where staff are renting accommodation, part of their salary can be treated as a rent reimbursement. Where you are able to satisfactorily substantiate that you are renting accommodation and have paid for the accommodation, then the amount of rent paid will be treated as a rent reimbursement. For a copy of the AISHK Rental Reimbursement Policy, please contact the Director of Human Resources.

- Full-time teaching staff are encouraged to send their children to AISHK for schooling. Tuition fees will be discounted according to the following schedule: 65% for the first child, 75% for the second and subsequent children. Costs of excursions, texts and materials will remain payable. The debenture fees will be waived. This benefit is limited to teachers who do not receive educational allowances from other sources.
- Staff must hold a valid employment visa to allow for work in Hong Kong or be a holder of a dependent spouse visa. The spouse and children may remain in Hong Kong on a dependent visa, which is applied for based on the employees’ employment visa. Please note that a dependent visa can be obtained upon presentation of a marriage certificate for your spouse and birth certificates for your children. An application for employment will be processed on your behalf through the Human Resources Office following

the acceptance of your contract offer. Assistance with the applications for dependent visas for spouses and dependent children will also be provided. Visas issued are activated on entry to Hong Kong. You will be required to hold a passport that has at least two years validity at the time of your entry into Hong Kong. A list of the documentation required to be submitted will be provided to you at the time of the contract acceptance. The cost of visas will be covered by the school.


- Hong Kong income tax is not deducted at source and is payable once a year. Salaries tax payable is calculated at progressive rates on your net chargeable income or at a standard rate on the net income, whichever is lower. The standard rate of tax on net income (income after deductions) is approximately 15%. Allowances for single parents, married couples and the number of dependent children reduce taxable salary. For further information on how to calculate tax please refer to the Hong Kong Inland Revenue website link [http://www.gov.hk/en/residents/taxes/etax/services/tax\\_computation.htm](http://www.gov.hk/en/residents/taxes/etax/services/tax_computation.htm)
- The School and staff member are required to make a monthly contribution to a scheme registered under the Mandatory Provident Fund Schemes Ordinance for the term of the contract at the statutory contribution rate (i.e. 5% of the Employee’s monthly relevant income or \$1,500, whichever is the less) if they are not members of a retirement scheme outside of Hong Kong. Staff may choose to contribute voluntarily funds in addition to the mandatory contributions.




**AUSTRALIAN  
INTERNATIONAL  
SCHOOL  
HONG KONG**

**CONNECT.  
STRIVE.  
FLOURISH.**

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