



WELLINGTON COLLEGE
BILINGUAL HANGZHOU
杭州市萧山区惠立学校

POSITION: Head of Upper Primary

ABOUT US

Wellington College Bilingual Hangzhou provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, whilst at the same time it also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College; within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice. The Head of Upper Primary will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.



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BASIC INFORMATION

JOB TITLE	Head of Upper Primary	DEPARTMENT	Academic
SUPERVISOR	Head of Primary		

OBJECTIVES

Wellington College Bilingual Hangzhou is seeking an experienced educator to be Head of Upper Primary. The Head of Upper Primary will work with the Primary Senior Management Team to ensure high quality education and improved standards of learning and achievement for all of the pupils, based on the Wellington College philosophy and ethos. He/She must demonstrate an understanding of the wider curriculum and administration needs of primary education and support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive.

MAIN PURPOSE

To assume responsibility for the coordination of the Upper primary curriculum and teaching team, under the direction of the Head of Primary.

KEY RESPONSIBILITIES:

The successful candidate will play a key role in supporting day to day management and to assist the Head of Primary in supporting the professional development of the Upper primary teaching team and Curriculum at Wellington College Bilingual Hangzhou.

The Head of Upper Primary will be one of the team that has joint responsibility for the planning of the Upper Primary School curriculum, they will ensure that the curriculum is delivered by the teaching team in a way that provides coverage, progression and continuity. He/she is expected to display the highest standards of professionalism in his/her relationships with colleagues and parents.

The Head of Upper Primary must ensure that an excellent learning environment is provided for all the pupils, and that the pupils develop a positive attitude to the subjects within the



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school. He/She must make sure that the teaching team present lessons in a structured and coordinated manner with due regard to the ability of the students and the curriculum targets of the year group.

Shaping the future

1. Support the Head of Primary and Executive Master in establishing a vision for the future of the Primary.
2. Play a leading role in ensuring that the quality of teaching and provision is good or outstanding.
3. Help develop a highly effective teaching team with a “can do” culture.

Leading Teaching and Learning

1. Work with the Primary Leadership Team to accelerate progress for all pupils.
2. Lead and co-ordinate assessment across Upper Primary, maximizing pupil and parental engagement.
3. Be an excellent role model, exemplifying high standards of Upper Primary provision, and promoting high expectations for all members of the Upper Primary community, with proven impact on pupil progress.
4. Lead on planning to include amongst other things - yearly overviews and midterms plans. Liaise with College staff regarding timetables.
5. Work with the Senior Leadership Team to raise standards of Upper Primary education.
6. Lead on development of actions plans for the Primary school.
7. Lead development of the Upper Primary school with proven impact on improving outcomes.
8. Role model teaching to team and be prepared to cover lessons when required.

Home-School communication

4. Make parents feel welcome and build good relationship with parents.
5. Introduce information regarding to the Upper Primary curriculum.
6. Collect information of pupils’ interests and growth from parents.
7. Stimulate pupils’ study by making use of parents’ strengths.



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8. Provide consultations and support to parents' enquiries.
9. Share students' information provided by parents with class teachers.
10. Communicate with parents on a regular basis, as directed by the Deputy Head of Primary and the Head of Primary.
11. Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals.
12. Report to parents in the form of regular written reports, and when additionally required by the Head of Upper Primary.

Professional Integrity

1. Be positive and build good relationship with colleagues.
2. Complete tasks on time.
3. Provide cover for absent colleagues as and when deemed necessary by the Deputy Head of Primary and the Head of Primary.
4. Play a full role in extra-curricular activities programmes. The programme will take place outside of the prescribed teaching hours, as directed by the Head of the Primary.
5. Make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
6. Promote an ethos of equality and equal opportunities for all pupils within the setting.
7. Protect privacy of pupils, pupils' families and colleagues.
8. Maintain the highest standards of care, child protection and safeguarding at all times.
9. Emphasize the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. Communicate to the students that they must take a responsible attitude to equipment and materials, with which they have been provided.
10. Carry out duties in the Primary School as required and timetabled by the Head of the Primary. This will include playtime supervision, lunchtime supervision and after-school supervision.
11. Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the College ethos and



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values, and is in the best interests of the students.

12. Set high expectations and standards for the achievement of pupils and your personal performance.
13. Contribute fully to the annual calendar of College events, in whatever way possible.

Professional Development

1. Be familiar with the recent development of Primary teaching theory and practice.
2. Improve yourself through continuous study and be willing to try new ideas.
3. Be willing to accept others' good ideas and share your opinions.
4. Frequently reflect on your work and share your experience with the international teaching partner and other colleagues.
5. Support the College Development Plan generally and in so far as it relates to Upper primary.
6. Attend and participate fully in Wellington College Staff Development and INSET programmes.
7. Attend staff meetings and briefings as and when required by the Deputy Head of Primary, the Head of Primary and the Executive Master.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree
	Major	Education related
	Language	Native English speaker
EXPERIENCE	Working Experience	A minimum of 4 years working experience in education industry
	Management Experience	
EXPERTISE	<ul style="list-style-type: none">• Knowledge of teaching	
PREFERRED APTITUDES	<ul style="list-style-type: none">• Be able to assess pupils' interests, needs and developments• Be able to develop a curriculum• Open, proactive, patient and caring• Proficiency in Microsoft Office• International and bilingual school working experience is preferred• Cross-cultural working experience is preferred	



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Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.