**POSITION: Head of 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, while 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 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 Primary | **Department** | Academic |
| **Supervisor** | Master |
| **Objectives** |
| The Head of Primary must provide professional and energetic leadership of learning and teaching and secure the highest quality of pastoral care, in association with the Deputy Head and the Key Stage Coordinators. The Head of Primary will provide guidance and support to all primary school staff.  |

**KEY RESPONSIBILITIES:**

1. Establish a strong foundation team, lead on developing curriculum content and resource the school in preparation for opening in September 2018
2. Lead the Primary School SMT
3. Direct curriculum and assessment coordinators to ensure continuity and progression throughout the school
4. Liaise with administrative departments to ensure efficient administrative management of the school
5. To be a figurehead in the promotion of Wellington College Bilingual Hangzhou its aims, standards and ideals and to model these both in the school and in the wider community
6. Control budgets and finances within the primary school and offer direction and support to primary school coordinators and subject leaders when aspects of financial responsibility are delegated to them
7. Report to the Master on all issues relating to the efficient management and organisation of the Primary School
8. Under the direction of the Master, to be responsible for the recruitment and employment of all primary school academic and administrative support staff

**Strategic Direction/development**

1. Establish and implement strategic plans for leading the successful opening of the primary school
2. Develop and establish culture, educational vision and direction of the primary school
3. Work with the Master to develop a strategic vision for the primary school
4. Work with the Master and direct the Primary School SMT to create and implement the strategic plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teacher’s effectiveness and securing school improvement
5. Support the Master in the management and direction of Wellington College Bilingual Hangzhou as a whole
6. Lead and support Primary School Managers and staff in the process of whole school and subject self-review. To mentor primary School managers and specific subject leaders
7. Share responsibility for and assist where required, the Director of Admissions and Marketing in the introduction/viewing of the school by prospective parents

**Teaching and Learning**

1. Lead on developing policies and curriculum content in preparation for the opening of the college
2. Establish and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, and high standards of achievement, good behaviour and discipline
3. Provide effective links with the community to extend the curriculum and enhance teaching and learning
4. Maintain an effective partnership with parents to support and improve students’ achievement and personal development
5. Ensure that professional development opportunities for all staff are linked to individual and school needs through performance management and the school development plan
6. Work with the subject and stage coordinators to ensure that the Primary School curriculum and timetable are suitable for the College’s standards of teaching and learning, and direct any necessary alterations to the timetable ensuring they are implemented and communicated effectively
7. Keep an accurate record of staff absence and communicate this to the relevant administrative departments

**Leading and Managing Staff**

1. With Master, implement and sustain effective systems for the management of staff performance, incorporating appraisal and objective setting through the performance management for teachers, participate as a performance reviewer
2. Be responsible for whole school development/improvement within the Primary School, (professional development) leading and advising staff as and when necessary
3. Contribute to staff development activities
4. Understand the expectations of others, including subject managers and coordinators and ensure that less experienced teachers are appropriately monitored, supported and advised
5. Sustain own personal motivation and that of other staff
6. Draw up the timetable for the Primary School with regard to specific curriculum needs, liaising with staff where necessary
7. Set a good example in terms of dress, punctuality and attendance
8. Uphold the College’s values and behaviour code

**Efficient Deployment of Staff and Resources**

1. Recruit staff to meet the curriculum requirements for the Primary School
2. Manage the budget for professional development throughout the Primary School
3. Manage the budget for educational resources throughout the Primary School
4. Direct deployment of staffing and manpower throughout the Primary School
5. Ensure policies, practices and parental communications are established and maintained to support the physical, emotional and social development of the individual student
6. To implement and monitor the general policies, including those for Behaviour, Antibullying, Discipline and Child Protection within the Primary School

**Accountability**

1. Work with the Master to provide information, objective advice and support to the Board of Governors and School Affairs Committee (SAC) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
2. Work with the Master to create and develop an organisation in which all staff recognise that they are accountable for the success of the school
3. Ensure that parents and students are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school targets for improvement.
4. To oversee parent-staff communications and become involved in such communications as to and when fit

**JOB QUALIFICATIONS**

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| **Basic Qualification** | **Education** | Honours Degree, PGCE/QTS; Master Degree preferred |
| **Major** |  |
| **Language** | English |
| **Experience** | **Working Experience** | A minimum of 10 years working experience in education required |
| **Management Experience** | A minimum of 5 years’ experience in leading a school in senior level and large financial budgets  |
| **Expertise** | * Knowledge of UK education system,
* Understanding of international education
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| **Preferred Aptitudes** | * Strong pedagogical knowledge and understanding
* Highly fluent and personable communicator, articulate and persuasive
* Financially astute; commercially sharp
* Build and develop relationships with a diverse range of stakeholders
* Strong commercial and educational judgement combined with high intellect and analytical ability
* Practical and solution focused
* “can do” approach/pragmatic
* Appreciation& commitment to collegiate life, values and aims of Wellington College and Wellington College China,
* Globally minded
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