



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## Head of Early Years (Nursery and Reception) – Profile and Job Description

The Head of Early Years at Wellington College in Shanghai will inspire pupils and staff through their leadership in delivering the strategic objectives of the College. They will work with colleagues and pupils in order to support outstanding outcomes academically, pastorally and professionally. The Head of Early Years is expected to play a key role in the strategic development of the College. They are a member of the College SLT together with the Head of Senior School, Head of Prep, Bursar, Principal and Master.

The College is looking to appoint an individual who embodies the 5 Core Values of the College.

**Respect:** The ability to command the respect of pupils, colleagues and parents. A mutual respect for all those involved in the Wellington College community and with particular relevance in our international context.

**Kindness:** Acting with kindness. Taking care with communication, working well with colleagues, pupils and parents and managing sensitive and difficult situations to effect.

**Integrity:** A high level of personal integrity befitting of a public figure in the Shanghai community. A sense of fairness and equal treatment of all.

**Responsibility:** Proactive, a role model for others in the organization. Taking ownership

**Courage:** The ability to admit mistakes and learn from them: a growth mindset. Strength in difficult situations, finding solutions and making decisions that have integrity and equity even if they are not always the easiest option.

**General Responsibilities.** He/She should be responsible for:

- the coordination and effective delivery of the teaching and pastoral care in the Early Years Centre (which is situated on a separate campus to the main college); leading the Early Years SMT comprising the Deputy Head, Head of Year and Head of Early Years Chinese in achieving the highest standards of performance and self-discipline amongst the Early Years teaching and non-academic staff.
- the drawing-up of the Early Years academic calendar, in consultation with the relevant members of the SMT and staff at the main campus.
- design, development, implementation and review of all Early Years policy documents and strategic plans, in consultation with the relevant members of the SMT.
- managing parental concerns and communications, in conjunction SMT and SLT colleagues.

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- disciplinary matters relating to all students within the Early Years.
- ensuring that the pupils abide by the uniform regulations and therefore reflect credit on the College through their appearance and behaviour.

**Academic Management.** The Head of the Early Years will:

- lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching.
- support the continued development of good and excellent teaching at Wellington; remaining open to changes in pedagogy whilst embedding best practice as it arises.
- oversee the process of setting academic targets for pupils and to work towards their achievement.
- work with the SMT in the monitoring of pupil progress and achievement including planning for and implementing interventions and extension.
- evaluate pupil progress and achievement in line with Wellington procedures including monitoring achievement with regard to peer schools
- to assist with the collection and use of school data (where appropriate) internally to support pupil development and externally for a wider group of stakeholders.
- liaising closely with the Heads of SEN and EAL, in the event of individual student problems/concerns arising.

**Leading people, good relationships.**

- sustain effective, positive working relationships with all staff, pupils, parents and the local community.
- possess good communication skills and be willing to adapt to the demands of an international school.
- be able to provide support and guidance for all members of the Early Years in academic and pastoral matters.
- be able to teach mixed culture and high ability classes using a variety of styles to create appropriate learning opportunities for all students.
- be familiar with British and international Early Years curricula and pastoral strategies.
- the coordination of strong links, curriculum and pastoral, with the Head of the Prep school.
- the collection and dissemination of all information relating to the Early Years for use in marketing, information forum and so forth.

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- the development of a positive relationship between the Early Years and the wider school community through cooperative ventures, publications, competitions and extra-curricular activities.
- the enhancement of the reputation and professional standing of Wellington College in Shanghai including through the development of good relationships with neighbouring schools.

The person would be expected to have qualified teacher status with good experience of leadership in previous roles. They would be expected to demonstrate competence in areas such as IT, budgeting, personnel development and information systems. A facility with all aspects of the Early Years Development Matters and related Early Years documentation and practice. Experience of working within an Early Years setting that is connected to a through school would also be an advantage.