



WELLINGTON COLLEGE  
INTERNATIONAL  
HANGZHOU

## POSITION: Principal

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### ABOUT US

Wellington College International Hangzhou is a new school and part of an educational partnership between Wellington College China and Wellington College in England. Aimed at providing a Wellington education to International families, the setting is specifically designed to meet the needs of children between the ages of 2-18 years of age. Situated in the developing Xiaoshan area of Hangzhou, Wellington College International Hangzhou is one of the newest schools within Wellington College China as well as Hangzhou.

Based on the National Curriculum for England, the IPC and Wellington College curriculum, Wellington College International Hangzhou offers high quality education to expatriate families living in Hangzhou and beyond. It is our desire to afford every child the opportunity of growth and fulfilment in a setting, which imbues the Wellington values: Courage, Integrity, Respect, Kindness and Responsibility.

Wellington College International Hangzhou is at an extremely exciting stage in its development and will grow rapidly over the next few years whilst at the same time moving to its own purpose designed and built International building on the campus of Wellington College Hangzhou. Therefore, this offers many opportunities to be a part of an extremely exciting development for the right person.

For more information, please visit the official school website  
<https://www.wellingtoncollege.cn/hangzhou-international/>

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Basic Information

JOB TITLE	Principal	DEPARTMENT	Academic
SUPERVISOR	Executive Master		
OBJECTIVES:	Lead growth of WCIH as it enters its next crucial stage of development.		

The Chair of the Governing Board and Executive Master are currently seeking to recruit a Principal to lead Wellington College International Hangzhou from August 2019. Reporting to the Executive Master, the Principal is the educational and administrative leader of the school and will be responsible for standards within the school's academic programme, retaining a high-quality faculty, exemplifying and protecting the school's culture of excellence, organising and managing the school's operations and developing relationships within and outside the school community. The Principal is accountable to the Executive Master and should strive for best practice at all times, in all areas of the school.

**KEY RESPONSIBILITIES:**

Reporting to the Executive Master, the Principal will be responsible for:

Providing strategic direction and leadership to the school.

Serving as instructional leader to develop a system for continuous improvement of teaching and learning.

Standards and accreditation.

Providing continuous professional development of staff.

Ensuring an orderly, stimulating and motivational culture with a strong sense of school community.

Recruiting high quality senior leadership, teaching, ICT and support staff in a timely manner.

Establishing a strong understanding of Wellington College and other Wellington and Huili Schools, including their ethos and traditions as well as programmes of study, procedures and practices in all aspects of school life.



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Marketing the school through the building of strong links with the community and business interests in Hangzhou. Reviewing and producing all materials to inform all stakeholders and prospective pupils.

Reviewing and operating budgets and providing financial accountability.

Managing the school in a fiscally responsible manner.

Ensuring the school curriculum is of an excellent quality, registrations with examination boards are up to date and appropriate accreditation is sought and maintained.

Working with the Executive Master to produce an annual school strategic plan with appropriate school policies reviewed in an agreed cycle.

Operating a risk management strategy including all aspects of Health and Safety provision.

Ensuring that the physical resources of the school are utilised as effectively and efficiently as possible.

Ensuring the provision of high quality learning through excellence in service delivery and performance management of people and resources.

Ensuring the necessary systems and policies are in place to support and maintain a flourishing school.

**Main duties and responsibilities**

**Leadership**

Providing dynamic, consistent and motivational leadership for the school and its staff, ensuring the successful delivery of the vision, ethos, aims and objectives as determined by the school Board.

Providing a diplomatic leadership role within the school community.

Taking personal responsibility for improving children's eagerness to learn and mitigating the problems they face.

Developing and maintaining respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.

Attending, and contributing to Board meetings if required by the Executive Master.

Setting the tone and modelling the core Wellington Values.



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Keeping the Executive Master informed of issues relating to the governance of the school.

Participating in the evaluation of the Board, the school and him/herself in relation to the work and success of the school.

**Educational Attainment and Delivery**

Creating a culture and environment in which young people thrive and thus driving up educational standards and improving outcomes for all.

Ensuring that a modern, 21st century curriculum is developed and delivered through effective learning and assessment practice.

Driving innovation in education, ensuring that the school is able to respond to a changing external environment and that the skills, learning and aspirations of the pupils are developed and enhanced at all key stages.

Ensuring that a high quality education experience is available for all pupils who attend the school.

Implementing the Wellington Identity by nurturing and developing all that lie within each child and ensuring this philosophy underpins a personalised learning approach

**Partnerships**

Working in partnership with parents to raise educational standards, promoting lifelong learning, and improving outcomes for all.

Fostering and enhancing strong links with all Wellington and Huili schools.

Remaining corporate at all times, promoting and protecting the reputation of Wellington College.

Working with other public and voluntary sector agencies, clubs and societies in the local community to develop extended services to enable the wider community (including entire family members) to access knowledge, skills and learning opportunities.

Supporting and developing public service, internationalism and social enterprise activities.

**Resources and Performance Management**

Being resourceful and robust enough to manage the start up of a new school: from delivering a strong marketing initiative to a variety of potential stakeholders to effectively recruiting a top class staff team.



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Delivering effective operational management for the school within the school's budget and in accordance with financial probity.

Developing and implementing a performance management framework for the delivery of high quality services through high quality people performance.

Working to, and reporting on, targets for achievement and operation of the school, and personal targets as agreed by the school's Board.

Setting high standards and expectations for personal, pupils', staff and governors' behaviour and actions in support of the achievement of the school's intended outcomes.

Managing, developing and motivating a committed, effective and diverse workforce that has a clear understanding of the vision of the school and where individuals have personal role clarity enabling and promoting high quality learning. Developing strategic approaches to support and monitor positive transformational change across all aspects of school life.

Ensuring the organisation structure and ways of working support effective education and learning.

Providing and developing positive solutions to achieve diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

Acting in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

The Principal 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 Principal will provide guidance and support to all school staff.



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## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Honours Degree, PGCE/QTS; Master Degree preferred NPQH desirable
	<b>Major</b>	
	<b>Language</b>	English
<b>EXPERIENCE</b>	<b>Working Experience</b>	A minimum of 15 years working experience in education required
	<b>Management Experience</b>	A minimum of 5 years' experience in leading a school in senior level and large financial budgets
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Knowledge of UK education system,</li> <li>• Understanding of international independent education</li> </ul>	
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"> <li>• Mechanical</li> </ul> <p>Strong pedagogical knowledge and understanding</p> <ul style="list-style-type: none"> <li>• Skill with words</li> </ul> <p>Highly fluent and personable communicator; Articulate; persuasive</p> <ul style="list-style-type: none"> <li>• Skill with numbers</li> </ul> <p>Financially astute; commercially sharp</p> <ul style="list-style-type: none"> <li>• Ability to</li> </ul> <p>Build and develop relationships with a diverse range of stakeholders</p> <ul style="list-style-type: none"> <li>• Intellectual</li> </ul> <p>Commercial and educational judgement combined with strong intellect and analytical ability</p> <ul style="list-style-type: none"> <li>• Practical/constructional</li> </ul> <p>“can do” approach/pragmatic</p> <ul style="list-style-type: none"> <li>• Community</li> </ul> <p>Appreciation &amp; commitment to collegiate life, values &amp; aims of Wellington College &amp; Wellington College China</p> <p>Globally minded</p>	