



WELLINGTON COLLEGE  
INTERNATIONAL  
TIANJIN

## **HEAD OF THE PREP / JUNIOR SCHOOL (YEARS 2 TO 6)**

### **Profile and Job Description**

The Head of the Prep/Junior School at Wellington College International Tianjin 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 strategic aim of the school is to move to align the current primary set up with a Prep School format, in line with the other schools in the China group. The Head of Prep/Junior School is expected to play a key role in the strategic development of the College as a member of the Senior Leadership Team (SLT), supporting the Master in this aim.

Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

### **General Responsibilities**

He/She should be responsible for:

- The coordination and effective delivery of the teaching and pastoral care in the Prep/Junior School
- Leading the Prep/Junior School SMT;
- Achieving the highest standards of performance and self-discipline amongst the Prep/Junior School teaching and non-academic staff;
- The drawing-up of the academic calendar, in consultation with the relevant members of the SLT, SMT and subject leaders;
- Design, development, implementation and review of all Prep/Junior School policy documents and strategic plans, in consultation with the relevant members of the SLT and SMT;
- Managing parental concerns and communications, in conjunction SLT and SMT colleagues;
- Disciplinary matters relating to all pupils within the Prep/Junior School;
- Ensuring that the pupils abide by the uniform regulations and thereby reflect credit on the College through their appearance and behaviour.

### **Academic Management**

The Head of the Prep/Junior School 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;
- Assist with the collection and use of data (where appropriate) internally to support pupil development and externally for a wider group of stakeholders;
- Liaise closely with the Heads of SEN and EAL and the Pupil Welfare officer, in the event of individual pupil problems/concerns arising.

### **Leading people, good relationships**

The Head of the Prep/Junior School will:

- 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 Prep/Junior School 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 pupils;
- Be familiar with British and international primary curricula and pastoral strategies;
- Coordinate strong links, curriculum and pastoral, with the Head of the Senior School;
- Collect and disseminate of all information relating to the Prep/Junior School for use in marketing, information forum and so forth;
- Develop a positive relationship between the College and the wider school community through cooperative ventures, publications, competitions and extra-curricular activities;
- Support the enhancement of the reputation and professional standing of Wellington College in Tianjin, including through the development of good relationships with neighbouring schools and others in the Wellington College group.

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 as well as an understanding of the English National Curriculum and International Primary Curriculum. Experience of working with a Senior and Prep School structure would also be an advantage.

### **Statement on Safeguarding and child protection**

“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.”

**ITFCP Statement of Commitment**