

## JOB DESCRIPTION

Position Specification: Head of Kindergarten

Line Manager: Executive Head

Department: Kindergarten

Location: Nanjing

Salary: Wycombe Abbey School's International salary scale applies

**General:** Wycombe Abbey School Nanjing (WASNJ) is situated in Jiang Ning District, Nanjing. The site itself comprises two schools, a Lower School and an Upper School, providing exceptional education for students from EY through to Grade 12. Heads of Department are expected to develop exceptional working relations with the leadership of the Lower School and the Upper School. This is a unique opportunity to gain experience in a start-up school, with WASNJ opened in August 2021.

Wycombe Abbey School Nanjing is established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of the student body is Chinese nationals studying a unique programme where an internationalised programme complements the Chinese National Curriculum. The students are taught in both Mandarin and English so that they can graduate from the School with undergraduate levels of both Mandarin and English and thereby flourish at premium universities all around the world.

A Wycombe Abbey education guarantees much more than just academic success. Wycombe Abbey School Nanjing offers boarding to students from G1 through to G12 with outstanding facilities for learning, innovation and enterprise, performing arts and sport that are the hallmark of all schools in our Wycombe Abbey Schools Group. Students will be prepared for undergraduate life in universities all around the world and for an increasingly international workplace, with close personal attention paid to the development of each student's confidence, resilience, independence and character alongside the development of the collaborative skills required in life beyond school.

**Introduction:** Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of Wycombe Abbey School Nanjing.

**Responsibilities:** **GENERAL RESPONSIBILITIES**



The Head of Kindergarten will oversee the day-to-day running of the Kindergarten phase of WASNJ. Children in the Kindergarten follow a play-based learning approach to development of all the early learning goals set out by the UK's EYFS programme and the Chinese Education Department. The children develop a love of learning and become highly proficient in bilingual communication as they prepare for entry into the primary phase of WASNJ.

The Head of Kindergarten will have impressive experience, be passionate about holistic education, be an inclusive and inspirational leader, and possess the ability to adjust quickly to change. They will also be:

- highly dynamic and energetic, with strategic initiative and the ability to work as part of a wider team;
- a team-player, who shares and celebrates the successes of students and staff;
- able to demonstrate outstanding people skills and possess the ability to build strong and harmonious relationships with parents, staff, students and other stakeholders;
- intellectually minded with the ability to drive improvement and aspire for excellence, as well as fully conversant with the latest pedagogical knowledge;
- highly knowledgeable about, and experienced in, delivering outstanding examination outcomes through leadership of middle leaders and a teaching team; and
- capable of demonstrating creativity, mindful of the cultural context, with sensitivity and integrity.

### Leadership

Working closely with the Executive Head and Chinese Principal, the Head of Kindergarten will:

- play an active role in the full life of this busy boarding and day school;
- provide professional leadership and take responsibility for the effective day-to-day management of academic, pastoral, enrichment, extension and community activities of the Kindergarten to ensure the successful growth and continuous improvement;
- demonstrate a strong, confident, hands-on leadership style where time, personnel, and resource
- management are discharged efficiently in an atmosphere of consultation and collaboration, with due regard for the cultural complexities of international education;
- take ownership of all educational policies relating to the Kindergarten and jointly review and agree whole school policies with the Heads of School – Secondary and Primary;
- provide a monthly report for the Executive Head on key performance indicators and the work, progress and successes of the school;
- attend Senior Leadership Team (SLT) meetings and play a key role in the development, execution and monitoring of the school's Strategic and Development Plans;
- chair Senior Leadership Team (SLT) meetings for the Kindergarten, assigning and monitoring the work of the Pastoral Heads and their teams;
- chair weekly Staff Meetings for the Kindergarten to ensure clear and consistent communication; ensure notes from the meeting are circulated;



- oversee the induction programme for all new staff starting at the school and provide appropriate team building opportunities for all staff;
- deputise for the Executive Head, as appropriate;
- oversee the collection of information for the School Calendar and bring this to termly Calendar Meetings;
- communicate regularly with parents to keep them up-dated with calendar events, important information, changes to schedules and health-related matters;
- ensure that any complaints are dealt with following the school's policy, that details are fully recorded and any serious matters brought to the SLT;
- teach up to 35% FTE academic timetable; and
- carry out any reasonable duties requested by the Executive Head.

### Academic

The Head of Kindergarten will work closely with the Chinese Head of Kindergarten to:

- ensure that the school provides an outstanding quality of education for every child; monitor and actively improve learning and teaching standards, and demonstrate academic progress, bilingualism and preparation for entry into the Primary School;
- work with the Chinese Head of Kindergarten to provide a vibrant and exciting schedule of Enrichment activities for the KG children;
- ensure appropriate teaching groups are created and shared with teachers;
- ensure that the KG timetable is researched, created and published in a timely manner, reflecting the needs of the school, with fairness and transparency for all staff;
- create a fair model for staff cover to ensure that all classes in KG are supervised at all times and activities are arranged for cover lessons;
- carry out regularly monitoring of learning standards, including work scrutiny, lesson observations, reviews of schemes of work and assessment materials, and attending meetings;
- ensure teachers keep tidy classrooms and display the children's work creatively in displays;
- complete baseline assessments for all new children to the school;
- provide all relevant data for the Database Administrator to ensure that iSAMS is up-to-date at all times;
- prepare a schedule of reporting to parents and, as appropriate, face-to-face parent-tutor conferences;
- ensure that the school is always ready for on-line learning with communications with optional resources available in an appropriate format;
- ensure that the school is always prepared for inspection by international bodies (such as COBIS etc.) and representatives of WASUK; and
- work closely with the Chinese Head of Kindergarten to ensure that the school delivers a fully integrated bilingual curriculum that prepares children for entry to WASNJ Primary School.



### **Pastoral**

The Head of Kindergarten will:

- assume the role of (Deputy) Designated Safeguarding Lead, ensure every child is happy, safe and supported and knows to whom they can turn for help at any time;
- make sure that the priorities in the KG are that teachers love the children and the children are happy;
- promote full boarding life as a positive and central part of the holistic provision at WASNJ;
- ensure that parents are fully informed about the lives and progress of the children in KG and that communications home are of the highest quality;
- arrange the induction programme for new students entering KG, ensuring they receive the full and correct information prior to their arrival and the best possible support when they join the school;
- work with the Marketing and Admissions Department to promote the Kindergarten and Primary School to prospective families, including through outreach to other Nurseries and Kindergartens in the area;
- liaise with the team of Nurses to ensure that medical services are provided to all KG students;
- support the Pastoral team to oversee the quick response to compulsory health checks, vaccinations, Covid testing etc. and ensure that the service provided by the Medical Centre is efficient, kind and compliant;
- ensure that the wellbeing of students is central to planning, particularly when special events take place and towards the end of each term;
- liaise with the School Counsellor to ensure support is provided for students and staff, as necessary;
- work with KG Teachers to ensure that communications with parents are timely, accurate and informative ;
- oversee the provision of an excellent PSHE programme delivered by KG Teachers;
- provide support for the SENDCo and the monitoring and provision of special educational needs in KG;
- arrange celebration assemblies for the children (and parents where applicable);
- ensure that House Points and other rewards are used consistently and effectively;
- oversee behaviour management and sanctions for the children, supporting staff with any repetitive poor behaviour and continually working on educational and social standards; and
- give time and a sympathetic ear to all members of staff who require counsel, ensuring that they receive the support they need or access to appropriate professionals.

### **Enrichment**

The Head of Kindergarten will work closely with the ECA Department to:

- ensure that the performing arts, the creative arts, and sports are central to life in the school and opportunities abound for participation for all children;
- deliver a fun programme of inter-House competitions across a diverse range of disciplines;



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- promote enrichment clubs and societies, making WASNJ China's leading provider of holistic education;
- identify opportunities to enrich the lives of students through external providers, outdoor pursuits and trips; and
- arrange diverse and challenging activity weeks at appropriate times in the school calendar.

### Extension

The Head of Kindergarten will:

- enable children to exceed expectations and set challenging targets through activities and learning opportunities;
- ensure the school offers opportunities for children to learn about different cultures;
- provide a programme of activities and problem solving opportunities for the children;
- oversee the work of the KG teachers to ensure robust tracking, target setting and evaluation systems are in place to identify children who are in need of support or additional challenges;
- invite experts from a range of fields to visit the school to deliver workshops and opportunities for children to discover new ideas; and
- ensure that the 'children's voice' is heard through a variety of mechanisms.

### Candidate Profile:

Your professional profile is defined by integrity, clear and open communication, high standards, and an understanding of the needs and interests of pupils, parents and staff.

Your personal profile enables you to act as an ambassador for the school. You have excellent verbal and written communication skills, and relate positively to pupils, staff and parents, inspiring them with confidence in the school.

You have the ability to analyse problems, reach sound conclusions and resolve issues effectively. You have a proven capacity to respond to changing needs, and to translate vision into practical reality. You have a strong commitment to quality and sharing best practices in learning and teaching.

You have a good understanding of, and interest in developing academic best practices in the context of a secondary, cross-cultural institution.

You have a working knowledge and understanding of departmental planning and reporting. You have a higher-level understanding of and experience using information and communication technology to enhance teaching and learning.

You have an interest in and willingness to engage Chinese contemporary culture. You enjoy working under pressure in a fast pace environment. You are optimistic, resilient, and have a well-developed sense of proportion and humour.

### Child Safeguarding:

Wycombe Abbey School Nanjing is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to



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- Attend in-house Child Safeguarding programmes;
- Promote and safeguard the welfare of all students in the school.
- Report to School's Designated Safeguarding Lead any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy.
- Keep professional relationships with students where personal boundaries are respected and maintained.
- Seek advice from a Line Manager or School's Designated Safeguarding Lead with issues or concerns related to Child Safeguarding.

Requirements:

- International Child Protection Certificate (ICPC) prior to the start of contract.
- Formal proof of identity with photo ID (Passport).
- Two signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract.
- Verification of original qualifications.

How to Apply:

Applications will only be accepted on the official Wycombe Abbey School Nanjing Application Form, which is available on the WAIS recruitment portal found on the website. The link is here: <http://recruit.waisgc.com/>

Further Details:

Full details of the school are available on our website at [www.waisgc.com](http://www.waisgc.com)

Any queries should be forwarded to the Head of HR ([careers@waisnj.com](mailto:careers@waisnj.com))

The City:

Nanjing is a thriving city of over 8 million people, the capital city of Jiangsu Province in east China.

Situated in the Lower Yangtze River Valley and part of the Yangtze River Delta economic zone, one of the largest economic zones in China, Nanjing is the second largest commercial centre in that zone, after Shanghai. It is a hub for research, transportation and tourism and, like many major cities in China, the economy also focuses on electronics, automobile, petrochemical, iron and steel production.

One of China's four ancient capitals, Nanjing is one of the few Chinese cities to have truly preserved its cultural heritage. The towering pagodas, well-preserved Ming Dynasty gardens and Confucian temples blend seamlessly with the modern city which continues to develop around them.

Nanjing is home to many good universities and the highly-regarded Nanjing University was placed in the top five in the Times Higher Education's top five universities in China (2018). Nanjing is second only to Beijing in terms of the percentage of postgraduates living in the city. Perhaps unsurprisingly, it is considered a highly attractive destination for multinational corporations.

Nanjing lies within China's subtropical monsoon climate zone and the weather is mostly subtropical and humid; however, the city does enjoy four distinct seasons: experiencing both



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extensive sunshine and welcome rainfall. With an average temperature in the summer months of 30°, spring and autumn are the most comfortable seasons, and this is when most people can be found outdoors, enjoying parks, lakes and hiking paths. Successful urban greening programmes have created an ecologically-friendly environment and have developed Nanjing into a comfortable, attractive modern city.

Located at the junction of "The Belt and Road Initiative", Nanjing has a highly-developed infrastructure of transport links. Although roads can be busy, the extensive highway network and convenient public transport options make travel easy. China's high-speed rail network connects Nanjing to most major cities within a few hours (Shanghai in just over an hour and Beijing in just over three). Nanjing Lukou International Airport offers routes to major destinations in China, Asia and around the world.

Although Nanjing is developing quickly, the pace of life remains slower and the people are generally more relaxed than in China's first-tier cities. A truly international community, with a thriving expatriate population of around 20,000 people, Nanjing has the leading brands and creature comforts that you would expect of a large, international city. There are a variety of western and Asian restaurants and bars available across the city and, for day-to-day living, a range of western supermarkets to complement Chinese options. Local hospitals have some English-speaking staff.

The school campus is located in the scenically beautiful Tangshan Hot Spring Resort area, but with excellent access to central Nanjing, Nanjing International Airport and Nanjing high-speed railway station.