



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

Brief For The Position Of
**Head of Senior
School**

Start Date:
January 2026



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Introduction

Wellington College International Pune (WCI Pune) is the eighth school to open in the Wellington College International family and the first of several planned for India. It benefits from strong partnerships and collaboration with Wellington College UK and Wellington College schools in China and Thailand.

WCI Pune aims to be the leading and most inspirational education provider in India.

Key to our educational ethos is full commitment to the school, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere.

The Head of Senior School will be responsible to the Master for the oversight and supervision of all areas of Senior school policy and procedure, but especially the detailed day-to-day running of the School.

The successful candidate should have excellent interpersonal and leadership skills together with the ability to work cooperatively and negotiate effectively, with some international experience preferred and an understanding of high-quality British education. He/ She will also possess resilience and flexibility, and a strong sense of accountability and a global perspective. The successful candidate will be enthused by the rich heritage, vibrancy, challenge and potential of India, approaching the task of working in the first Wellington College in India with positivity, adaptability and sensitivity.

A flair for marketing and first-class communication skills with the gravitas to act as a credible ambassador to a range of audiences is crucial and will be complemented by commercial acumen and the personal drive to further establish the systems in the Seniors. A genuine alignment with the ethos of the group is of paramount importance and this will become clear in the information that follows.

This is a superb opportunity to join the Wellington family of schools in a key Senior leadership role and be a pivotal part of the strategic development of Wellington College International Pune.



About Wellington College

Wellington College is one of the world's leading coeducational day and boarding schools. Set in 400 acres of beautiful parkland in Berkshire, the College delivers an inspirational education to 1,040 pupils aged 13-18 years.

Wellington College was granted its Royal Charter in December 1853, with Queen Victoria laying the foundation stone in 1856. It is the national memorial to Britain's most distinguished military leader, the Duke of Wellington, who was described on his death by Queen Victoria as 'the greatest Englishman that has ever lived'. Prince Albert, her husband, took a shaping interest in the school and chaired governors' meetings. After his death his place was taken by the Prince of Wales, the future King Edward VII. Few schools possess such a rich heritage and such a close relationship with the Royal Family. Today, the College is renowned for being an outward-facing school with a strong international perspective.

A wonderful fusion of heritage and modernity characterises the educational philosophy. The curriculum, facilities and teaching methods are constantly adapting to the challenges of preparing young people for the ever-changing world of the 21st century. Wellington College is dynamic in every sense of the word yet is rooted firmly in the five College values – **Kindness, Courage, Respect, Integrity** and **Responsibility** – values which underpin every aspect of life at Wellington. Recruitment of staff; selection of students; policies and practices; day-to-day decision making are all founded on the five values.

Our educational philosophy is focused around the traits which we want all Wellingtonians to acquire before taking their place in the adult world.

We want our pupils to be inspired by everything they do at Wellington, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely intellectual approach to their academic work and to their view of the world around them, in the knowledge that a Wellington education is only the beginning of an exciting and life-long journey of learning.

We want our pupils to become truly independent, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and developed as an individual, so their Wellington experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be inclusive in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.





Academic Life

Wellington College UK is consistently one of the highest achieving schools in the UK, and globally, for (I)GCSE, A-level and IBDP examination results. Having introduced IGCSE courses in August 2024, and with the IBDP to be established from August 2025, then WCI Pune seeks to continue this fine academic tradition of outstanding Wellington academic performances.

Pastoral Life

Wellington prides itself on the outstanding levels of pastoral support offered to pupils. This is achieved through a proactive approach and excellent communication between the Houses, Health Centre, counselling service and staff. The College's nationally recognised Wellbeing curriculum aims to equip pupils with the tools necessary to cope with life in school as well as preparing them for a healthy, happy and successful life after school. On a day-to-day basis, it is the Houseparent in each of the 17 Houses who has overarching responsibility for the pastoral life of the boys or girls under their care.

Co-Curricular Life

At Wellington College, each student has extensive choices in every part of their co-curricular life to work out what will make them distinct as an individual. This choice starts from the beginning of the year with College Carnival so that every student knows exactly what's on offer.

Arts

Arts sit at the heart of the Wellington Community and its drive to create exciting individuals. Wellington is an Artsmark Gold school, and well on track to achieve the highest accolade of Platinum status. Every Wellingtonian is involved, from the Third Form onwards, in the imaginative and dynamic Arts Programme, which seeks to inflame their creative imagination and to make the very most of their artistic talent and potential. The success of these arts are celebrated in the annual Wellington Arts Festival, which opens the doors to the national community and sees the College's home grown stars perform alongside internationally renowned celebrities from the art world.

Sport

Wellington College has a 'premier league' reputation as one of the best schools for sport in the UK. With 98% of Wellingtonians regularly involved in sporting activities and matches, sport is a big part of the Wellington identity and there is a sport for every child.

Enrichment

When students have had their fill of drama, art and sport, there are clubs and societies for just about every popular hobby and interest. Intellectual interests are certainly catered for, with academic departments offering societies relating to their subject, linking raw academic hunger with that of a broad interest base.

Societies such as Phil-Thy (Philosophy and Theology), Classics Society, World History Society and BioSoc attract pupils from outside their departments too.

Global Citizenship

At Wellington College, character development is an essential part of the education provision. The Global Citizenship Team helps students to understand their role in the world and to aid their transition to empowered and engaged social change-makers who will have a positive impact in society.



Wellington College International Limited

Wellington College International (WCI) supports partners with shared values and passion for delivering a 'Wellington' education, establishing world-class schools in premium locations. WCI schools are genuinely outstanding and distinctively Wellington.

Wellington College China

There is currently a family of six schools in China with WCC, located in the cities of Tianjin, Shanghai, and Hangzhou. Three are International schools, open to international students, and three are bilingual Chinese schools which are open to Chinese nationals. All the schools have bespoke, premium campuses with world-class facilities, and deliver a holistic Wellington education with excellent academic outcomes. WCC has also founded the Institute of Learning, for research, training and development in education.

Wellington College International Bangkok

WCI Bangkok was opened in 2018 and benefits from a fine quality and forward-thinking campus, that supports the very best holistic education. In a competitive market, the school is growing strongly and is already recognised for its outstanding achievements.

All schools enjoy high levels of legal and financial independence and have their governing boards. The Wellington College Pune Board will comprise members drawn from the Unison Group and Wellington; the main Board will meet termly and operate through a series of sub-committees.

Decision-making is devolved to the frontline to give leaders at all levels a sense of ownership.

It is assumed that decisions can be made at the school level unless explicitly stated in the governance handbook as group standards or governance decisions. All schools carry the same Wellington College name and therefore share the same reputation. As a group, there is a strong desire to combine the advantages of school-level autonomy and group-level expertise.

Wellington College International Pune is intended to be the first of several schools developed across India in partnership with the Unison Group.



About Unison Group

The Unison Group is amongst India's leading education providers and is synonymous with quality and academic rigour. Established in 1996, the Unison Group has founded and operates:

Unison World School, Dehradun

Founded in 2007 as a girls' boarding school for grades 6-12, the school has quickly established itself as a foremost school with a national reputation for excellence. The school caters for 450 girls and offers ICSE, ISC and IGCSE pathways and a wide range of extracurricular opportunities, including the Duke of Edinburgh Award. Unison World School is an International Member of the Girls' School Association. Academic achievement at the school is excellent and students matriculate into leading universities in India, the UK, the US and globally.

IMS Unison University, Dehradun

Formerly the Institute of Management Studies, the university offers professional doctoral, postgraduate, and undergraduate programmes in Management, Journalism, Law, Hospitality and Liberal Arts.

DIT University, Dehradun

The university offers professional undergraduate, postgraduate and doctoral programmes in Engineering, Technology, IT, Architecture, Management, Pharmacy, Sciences and Liberal Arts for 6,000 students.

Institute of Management Studies, Noida, NCR.

The Institute offers postgraduate and undergraduate programmes in Management, Journalism, Computer Applications, Law and Design.

Unison is currently engaged in establishing Unison Boys' School, a boys' residential school for 600 students planned on a sprawling 50 acre site. In addition to its core work in education, Unison is currently developing assets in the Commercial real estate sectors and has developed an eight-acre residential development with over 110 units in the Himalayan foothills.

With core values of Creativity, Curiosity, Responsibility, Integrity, Empathy, Tolerance, Respect and Commitment, the group is a natural partner for Wellington, and was drawn to the combination of Wellington's illustrious history, drive for innovation, track record across Asia and measured growth plans.

Unison Group resources will be deployed to provide local knowledge and active support to Wellington College International Pune in key central services functions such as legal, finance, estate management and IT.



The Location

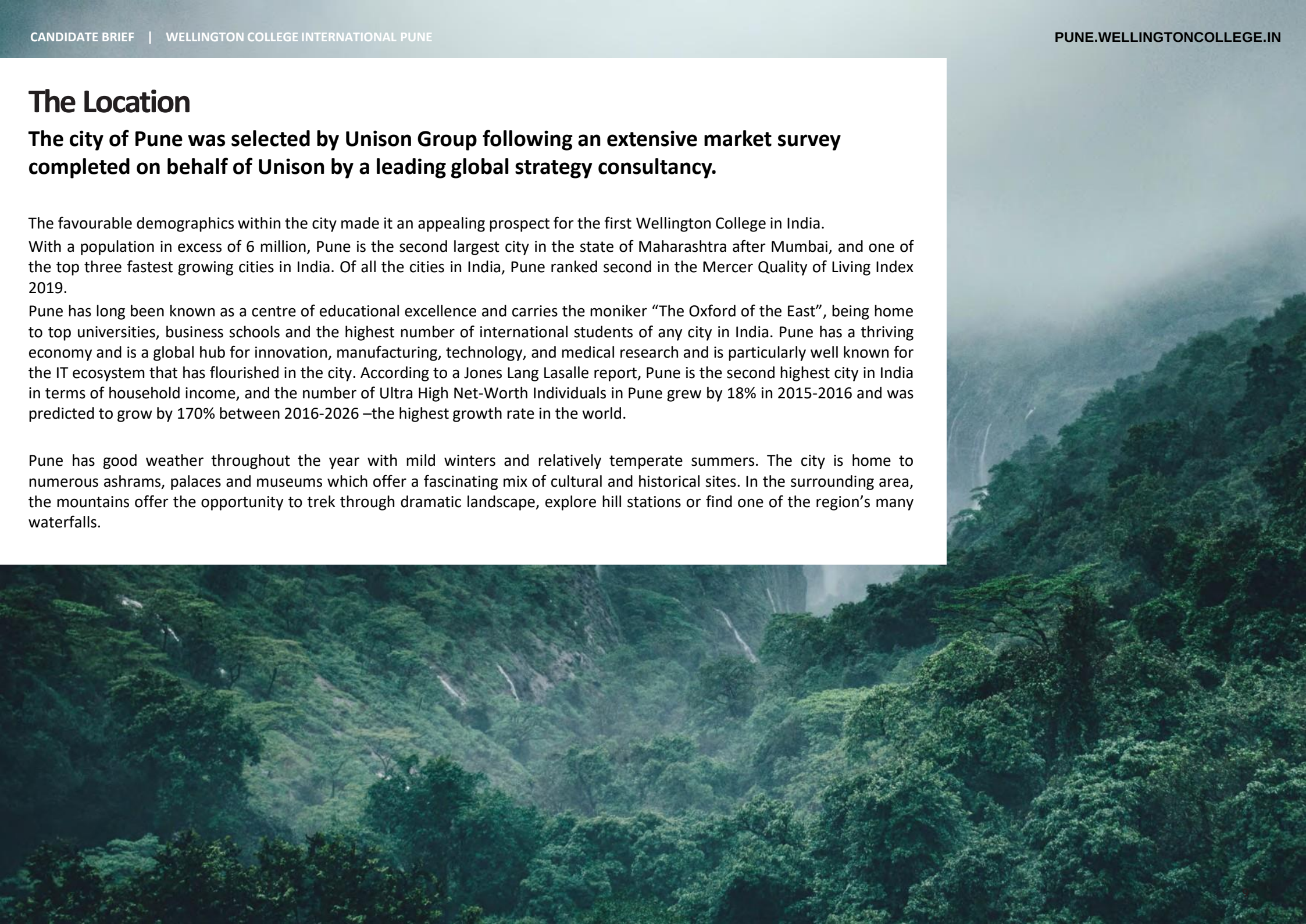
The city of Pune was selected by Unison Group following an extensive market survey completed on behalf of Unison by a leading global strategy consultancy.

The favourable demographics within the city made it an appealing prospect for the first Wellington College in India.

With a population in excess of 6 million, Pune is the second largest city in the state of Maharashtra after Mumbai, and one of the top three fastest growing cities in India. Of all the cities in India, Pune ranked second in the Mercer Quality of Living Index 2019.

Pune has long been known as a centre of educational excellence and carries the moniker “The Oxford of the East”, being home to top universities, business schools and the highest number of international students of any city in India. Pune has a thriving economy and is a global hub for innovation, manufacturing, technology, and medical research and is particularly well known for the IT ecosystem that has flourished in the city. According to a Jones Lang Lasalle report, Pune is the second highest city in India in terms of household income, and the number of Ultra High Net-Worth Individuals in Pune grew by 18% in 2015-2016 and was predicted to grow by 170% between 2016-2026 –the highest growth rate in the world.

Pune has good weather throughout the year with mild winters and relatively temperate summers. The city is home to numerous ashrams, palaces and museums which offer a fascinating mix of cultural and historical sites. In the surrounding area, the mountains offer the opportunity to trek through dramatic landscape, explore hill stations or find one of the region’s many waterfalls.



Wellington College International Pune

Wellington College International Pune will ultimately be a coeducational day and boarding school for 800 pupils between the ages of 2-18, established on a campus designed by award-winning British architects.

The school has been established in the north-eastern sub-market of Pune at Kharadi (Wagholi) and is part of a premium integrated township development comprising IT business parks such as EON Free Zone, Business Bay, Tech Park One, Giga Space and Weikfield IT Park to name a few. In addition, this sub-market benefits from the presence of important physical and social infrastructure, including proximity to the international airport (12 kms away), accessibility to central Pune via completed six – lane highway, prominent hospitality and retail developments and leading educational institutes. In addition to IT and office spaces, the new development accommodates over 1,000 premium apartments and high-end villa developments.

The Curriculum

WCI Pune offers the English Early Years Foundation Stage (for students aged 2 -5) curriculum followed by the English National Curriculum as a basis for the core subjects. Junior School students (aged 6-10) follow the English National Curriculum, suitably enhanced and with consideration of the cultural context and the needs of pupils.

Teaching in the Junior School is mostly by class teachers with support of specialist teachers.

The Senior School (aged 11-18) commences with the English National Curriculum in Years 7-9, leading to the two years of IGCSE in Years 10 and 11. From August 2025, we intend to offer the International Baccalaureate Diploma Programme (IBDP) in Years 12 and 13, leaving them extremely well prepared to apply for world-class university courses and future career paths.

Pastoral care and support for the younger pupils is provided through highly experienced class teachers. Older pupils will be proud of their house identities, house names being one of many connections with Wellington College.

Indeed, high quality pastoral provision is central to the Wellington philosophy with a thriving House system and a purposeful Wellbeing programme features at all Wellington schools.

In line with Wellington College, UK, an extensive extra-curricular programme of sports and other after-school activities will be provided to enrich and broaden the education offered.



The Role

Wellington College International Pune is currently seeking to recruit a Head of Senior School from August 2025. He / She will work with colleagues and pupils in order to support outstanding outcomes academically, pastorally and professionally. He / She is expected to play a key role in the strategic development of the College as a member of the Senior Leadership Team (SLT).

We are seeking an experienced and visionary Head to lead the learning and teaching of pupils from 11 to 18 years from the senior school.

We are looking for a candidate who understands collaboration and the importance of meaningful relationships to strive for excellence in both their own professional development and passion to help realise our academic, physical, personal and social aspirations.

He/she will report to directly to the Master.



Key Responsibilities:

- The core vision for the Senior School as part of the whole-School development plan.
- The coordination and effective delivery of the teaching and pastoral care in the Senior School.
- Leading the Senior School SMT.
- Ensuring that the School's Child Protection & Safeguarding practices are thorough, consistent and fully disseminated.
- Achieving the highest standards of performance and self-discipline amongst the Senior School teaching and non-academic staff.
- Designing the academic calendar, in consultation with the relevant members of the SLT, SMT and subject leaders.
- The preparation of the School for the IBDP courses, to start in 2025, and the embedding of IGCSE courses (functioning from August 2024).
- Sharing in the delivery of the curriculum as necessary, teaching a reduced number of lessons.
- The design, development, implementation and review of all Senior School policy documents and strategic plans.
- Managing parental concerns and communications, in conjunction with SLT and SMT colleagues.
- Disciplinary matters relating to all pupils within the Senior School.
- Ensuring that the pupils abide by the behavioral and uniform regulations, and thereby reflect credit on the College through their appearance and behavior.
- Ensure appropriate and outstanding transition and integration between the Senior and Primary Schools.
- Set an excellent example of professional standards and leadership.
- Any other reasonable requirements or requests from the Master.



BASIC QUALIFICATION

Education	Bachelor's degree/ Master's Degree / Relevant teaching qualifications and certificates
Major	In academic subject of specialism
Language	Business level of spoken and written English

EXPERIENCE

Working Experience	Minimum of 10 years' experience in Senior School
Management Experience	Minimum of 5 years' senior leadership experience in a Senior School

The leader will be expected to be a major contributor to the vision of the school and the College as a whole, to support in achieving outstanding progress in all pupils and to contribute to the continuing rich development within the school.

The role will include maintaining a high profile throughout the community, fostering key strategies and strong relationships to promote excellence, and working with the Master and staff to sustain and enhance the standing and reputation of the Senior School.

The position will include overseeing a quality educational programme, involving the monitoring, developing and reporting of standards across the age phases.

This is with the aim to provide pupils with the access to an education rooted in the strong values and progressive approach to learning, synonymous with The Wellington College.

- Successful teaching experience.
- Proven leadership experience within a senior management role.
- Experience of curriculum leadership and developing whole-school policies and strategies.
- Experience of working in an international setting or of teaching children for whom English is an additional language.



Remuneration

The successful candidate will receive a competitive salary package including Expat benefits appropriate to the responsibility and status of the position

STRATEGIC OVERSIGHT AND LEADERSHIP

- Reporting to the Master, establish a strategic vision for the Senior School that aligns with that of the College.
- Design, develop, implement and review all Senior school policy documents and strategic plans, in consultation with the relevant members of the SLT. Ensure the vision for the Senior School is clearly articulated and shared, demonstrating the vision and values in everyday work and practice; motivating and working with others to create a shared culture and positive climate.
- Understand effective and meaningful use of internal and external assessment tools which support pupil outcomes and insightful comparisons with peer schools.
- Articulate the rationale behind high quality Indoor and outdoor learning environments, ensuring the highest standards of continuous and enhanced provision.
- To lead on the collection and use of Senior School data for both internal and external use.
- Contribute to the Senior College leadership team.
- Lead the team of teaching staff which includes: performance management, ensuring high standards of teaching performance and pupil progress, delivery of appropriate and impactful CPD.
- Contribute to the strategic development of family communication and partnerships and manage parental concerns, in conjunction with SMT and SLT colleagues.
- Evaluate the Senior School programme and identify areas of strength and areas for further development and improvement through SDPs and action planning.
- Ensure highly effective transitions from the Primary School and into the Senior School.
- Plan and budget for overall resourcing of the Senior School to meet the demands of the educational model.
- Attend all Board-level meetings, as required, and prepare requested summary packs.
- Support teaching teams to ensure children have a strong sense of belonging with high levels of wellbeing.

PASTORAL CARE AND WELLBEING OF CHILDREN

- Support teaching teams to ensure children have a strong sense of belonging with high levels of wellbeing.
- Ensure that all pupils in the Senior School share a practical understanding, and appreciation, of the School Values.
- Ensure that the behaviour expected of students is modelled by staff and understood clearly by pupils.
- Communicate and liaise frequently with parents, using parental forums also, to develop excellent professional relationships.
- Oversee the operation of the Houses, ensuring that they all provide outstanding care and procedures are consistently applied.
- Coordinate Senior School assemblies to reinforce the School's ethos and Values, promoting a strong sense of culture, community and identity, celebrating pupil success.
- Chair meetings of the Pastoral Committee and Medical Committee, and be a member of the Health & Safety Committee.
- Liaise with the Head of Primary regarding Juniors-Seniors transition.
- Maintain the highest standards of care, child protection and safeguarding at all times by upholding the 3Ps: Protection, Provision and Participation as outlined in UN Convention on the Rights of the Child.

ACADEMIC PROGRAMME

- Lead, mentor and monitor the work of all Senior School staff.
- Oversee the induction process for new staff, ensuring it is of the highest standard and that it meets all regulatory requirements.
- Liaise with, and supply accurate information to, the Master on staffing needs.
- Assist in the recruitment process for all Senior School staff.
- Develop the educational model and curriculum for the Senior School and ensure successful progression to the next age phase of the College.
- Communicate curriculum and teaching expectations and oversee the setting of academic targets for pupils and to monitor pathways to achievement.
- Coordinate the academic timetable in 2025-2026.
- Oversee the planning and organizing of the day-to-day class and teacher schedules and adapt as necessary.
- Model and support effective learning and teaching strategies to maximize children's progress.
- Ensure planning is clear, linked to the College LOs whilst being responsive to pupil needs, taking into account the necessary interventions and extensions for sufficient intellectual challenge.
- Monitor and advise teachers on documentation and reporting of the individual learning progress, ensuring student reports are of a high standard and are proofread effectively.
- Ensure that children's cultural and linguistic backgrounds are valued and that multiculturalism is reflected in the programme.
- Work with teachers in identifying children with extra learning needs and working with the College SENCO, support communications with parents on the necessary support.
- Track student progress data and information to ensure learning is personalised and meets individual needs as well as informing overall strategies for excellent teaching.
- Ensure compliance to all health and safety requirements – local and College led - so that all environments are safe for children and adults.
- Monitor the quality of risk assessments when arranging fieldtrips for the enrichment of children's learning. Engage parents in a structured programme of events to build understanding of the educational model and curriculum, including developing their capacity to contribute to pupil learning.
- Work with the marketing, admission, and school office staff to promote the Senior School programme, and wider College events.
- Identify teachers' professional development needs and arrange for training accordingly with a written yearly plan for CPD opportunities.
- Monitor the impact of CPD on the standards of teaching.
- Visit classrooms and observe curriculum implementation regularly and provide feedback to teachers.
- Identify and document exemplary classroom practice for sharing with teachers and parents.
- Organize and participate in regular collaborative learning, sharing and reflection among teachers.
- Encourage and develop teamwork among teachers.
- Ensure that appropriate cover work is set in the event of staff absence and that all Senior classes are covered effectively.
- Lead on the performance appraisal of teachers within the section of school.
- Oversee the construction and running of all necessary staff duty rotas.
- Effectively and efficiently prepare for, and run, any external examinations (IGCSE and IBDP). Note that the teaching of examination courses commenced with IGCSE from August 2024 (and the IBDP will start from August 2025).

Person Specification

COMMUNICATION, COMMUNITY LIAISON AND BUSINESS DEVELOPMENT	• Provide a comprehensive plan on all areas within the Senior School. • Coordinate with local government officials on different requirements regarding any statutory requirements to ensure full compliance. • Take a strategic and practical role in the marketing of the Senior School and support full implementation. • Contribute fully to admissions operations so that admissions targets are met and the process is managed effectively. • Develop a positive relationship between the College and the wider school community through cooperative ventures, publications, competitions and extra-curricular activities.
PREFERRED APTITUDES	• A spirit of collaboration, drive, a sense of humour, a passion for children, positive nature, and a love of professional and lifelong learning. • A resilient attitude to life and challenges, willing to embrace change as part of the SLT. • Excellent communication and interpersonal skills with a proven ability to communicate effectively with different types of people and in a cross-culture environment. • Strong grasp and understanding of international best practices in education. • Ability to understand, use and manage emotions in positive ways to relieve stress, communicate effectively, empathise with others, overcome challenges and diffuse conflict. • Personal integrity, accountability and credibility. • Commitment to quality and attention to detail. • Strong ability to embrace change and to work to tight timelines whilst being innovative in managing change. • Strong mind-set for continuous improvement to meet or exceed expectations. • Ability to manage, motivate, support and inspire trust in others. • Ability to formulate, monitor, evaluate and review plans and policies. • Proven ability to work with metrics, numbers and trends to articulate recommendations for action based on analysis. • Confident in Microsoft Office (Excel and PowerPoint) and database systems.
OTHERS	• Fulfil any further additional duties as deemed necessary by the Master of the College.

How to apply:

Please submit your duly filled Application Form on the TES portal. Also share details of three references, one of whom must be the current employer.

Safer Recruitment Policy:

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks, International Child Protection Certificate (ICPC) and Police Checks.

Reference:

Please note that we will wish to contact the referees of all shortlisted candidates; if you have a specific preference that we should not contact someone immediately, please indicate this in your application.





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