



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## POSITION: Assistant Head: Head of Lower Prep (Years 3-5)

### Basic Information

**JOB TITLE**

Assistant Head: Head of Lower Prep

**DIRECT LINE  
MANAGER**

Head of Prep School

**DIRECT LINE  
REPORTS**

Lower Prep Heads of Year

### Profile and Job Description:

The Head of Lower Prep will inspire pupils and staff through skilled leadership in delivering the strategic objectives of the Prep School and the College; working with colleagues and pupils to attain outstanding academic and pastoral outcomes. The Head of Lower Prep is expected to play a key role in the strategic development of the Prep School and the College and is a key member of the Prep School SMT. In particular the postholder will coach and mentor the team of Heads of Year to provide an excellent education. This post is suitable for a professional with significant experience of leadership within the primary age range who is passionate and well-informed about all aspects of teaching, learning and displays a drive for self-development. Forming excellent and effective relationships with colleagues will be a key skill required and the successful candidate will be able to demonstrate significant and measurable impact in their current and prior positions. The Head of Lower Prep is a key member of the Prep School SMT and will work closely with the Head and Deputy Head of Prep School and the Head of Pre-Prep to provide strategic direction and leadership for the Prep School. The role requires the post holder to fulfill a reduced teaching timetable including wellbeing lessons and cover teaching.

### General Responsibilities:

- The post holder will be responsible for:
  - the coordination and effective delivery of pastoral care in the Lower Prep;
  - leading development of practice and support for Heads of Year in all pastoral aspects
  - leading development and implementation of policy and practice for wellbeing and PSHE



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- leading organisation of staffing including class teachers, specialist teachers and teaching assistants for smooth running of the academic, enrichment and CCA curriculum
  - organising cover for absent teachers by utilising all available teaching resource, including the post holder, in a fair, efficient and effective manner
  - leading development and implementation of pastoral policy and practice (safeguarding, resourcing, behaviour management, staff support and wellbeing, pastoral)
  - leading development of classroom and other pupil environments
  - leading development of pastoral and tacit (values) curriculum including wellbeing, PSHE, house, pupil leadership, service and assemblies
  - leading communication with parents and other stakeholders
  - leading development of policy and practice for residential and non-residential visits
  - assist and support AH (T&L) and subject coordinators in implementing their areas of leadership
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- **The post holder will support the Head and Deputy Head of Prep School in the following areas:**
    - achieving the highest standards of performance and self-discipline amongst the Lower Prep teaching and non-academic staff.
    - the drawing-up of the Lower Prep academic calendar, in consultation with the relevant members of the SMT and Heads of Department.
    - design, development, implementation and review of Lower Prep policy documents and strategic plans, in consultation with the Head of Prep School and relevant members of the SMT.
    - managing parental concerns and communications, in conjunction SMT colleagues.
    - disciplinary matters relating to all pupils within the Lower Prep.
    - ensuring that pupils abide by the uniform regulations and therefore reflect credit on the College through their appearance and behaviour.
    - working with the Admissions department to administer the admissions process for Years 3-5

### **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 Lower Prep in pastoral matters.
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- 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.
  - the coordination of strong pastoral links, with the other phases of the College.
  - the collection and dissemination of information relating to the Lower Prep for use in marketing, information forum and so forth.
  - the development of a positive relationship between other phases of the College 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 International Shanghai including through the development of constructive relationships with other schools and external agencies.
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