



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



上海浦东新区民办惠立学校
HUILI SCHOOL SHANGHAI

POSITION: Assistant Head of Junior High

ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at Huili.

Within a culture of a shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the candidate will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

Basic Information			
JOB TITLE	Assistant Head of Junior High	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Principal, Head of Junior High		
ANNUAL LEAVES	According to School Calendar		
MAIN PURPOSE			
To support the Head of School in creating, developing and evaluating the vision and values of the school with a focus on teaching and learning			

The school is looking to appoint an individual who embodies the Huili Values:

Respect: The ability to command the respect of pupils, colleagues and parents: A mutual respect for all those involved in the Huili School community; and, given our bilingual context, particular respect for pupils, parents and staff of all backgrounds.

Kindness: Acting with kindness: Taking care with communication, working well with colleagues, pupils and parents and effectively managing sensitive and difficult situations,

Integrity: A high level of personal integrity befitting a public figure in the Shanghai community: A sense of fairness and equal treatment for all.

Responsibility: Being a role model for others in the organisation: Taking ownership.

Courage: The ability to admit mistakes and learn from them: A growth mindset; strength in difficult situations; finding solutions and making decisions that have integrity and equity, even if they are not always the easiest option.

KEY RESPONSIBILITIES:

STRATEGIC MATTERS

1. To assist the Head of Junior High to develop the strategic leadership of the Junior High School.
2. To provide professional leadership and management of teaching and learning throughout the Junior High School in partnership with the SLT.
3. To ensure that teaching secures high quality learning for all pupils and that progress of all pupils is measured.
4. To promote the culture and pastoral care of the School encapsulated by the HuiLi Values and Identities.

LEADING PEOPLE THROUGH GOOD RELATIONSHIPS

1. To sustain effective, positive working relationships with all staff, pupils, parents and the local community.
2. To be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
3. To possess good communication skills and be willing to adapt to the demands of a bilingual school.
4. To be able to provide support and guidance for all members of the Junior High School in academic and pastoral matters.
5. To devise an effective transition programme from primary to Junior High and from Junior High to High School.
6. To develop a positive relationship between the school and the wider community through cooperative ventures, publications, competitions and co-curricular activities.

ACADEMIC MANAGEMENT

1. To work with the Head of Junior High to establish a vision and education model for delivering an effective bilingual curriculum including the relevant mandatory elements of



the Chinese curriculum.

2. To work with the Head of Junior High on developing the framework of the curriculum; including assessment structures and the pastoral systems.
3. To 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.
4. To support the continued development of excellent teaching at Huili; remaining open to changes in pedagogy whilst embedding best practice as it arises.
5. To oversee the process of setting academic targets for Junior High School pupils and to work towards their achievement.
6. To work with the academic teams in monitoring pupil progress and achievement, including planning for and implementing interventions and challenge.
7. To assist with the collection and use of school data (where appropriate) internally to support pupil development and externally for a wider group of stakeholders, including governors.

FURTHER RESPONSIBILITIES

1. To assist the Head of Junior High to achieve the highest standards of performance and self-discipline amongst the Junior High School teaching and non-academic staff.
2. To manage parental concerns and communication, in conjunction with other leadership colleagues.
3. Disciplinary matters relating to all students within the Junior High School.
4. To ensure that students abide by the uniform regulations and reflect credit on the school through their appearance and behaviour.
5. To assist the Head of Junior High to achieve appointment targets for academic and non-academic administrative staff.
6. To contribute to and work with the Principal and Heads of Schools to develop the induction programme for new staff.
7. To work closely with Admissions and Marketing to keep a high standing of the school.
8. Contribute to parent information sessions and community events to raise awareness and promote the school.



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JOB QUALIFICATIONS

BASIC QUALIFICATION		<ul style="list-style-type: none">• Holder of Bachelor Degree or above• Native English speaker
EXPERIENCE	Working Experience	<ul style="list-style-type: none">• A minimum of 8 years working experience in secondary school• A minimum of 3 years' experience of leadership
EXPERTISE		<ul style="list-style-type: none">• Broad knowledge of the secondary school education system including curriculum design and staff development• An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise
PREFERRED APTITUDES		<ul style="list-style-type: none">• Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment• Strong grasp of international best practices in education• Strong passion for education and pleasure in working with young people• Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on data analysis• Personal Integrity, accountability and credibility• Strong mindset for continuous improvement to meet or exceed expectations• Commitment to quality and attention to detail• Demonstrate competence in areas such as IT, budgeting, personnel development and information systems• Experience of working in bilingual schools would also be an advantage