

POSITION: Head of Primary

ABOUT US

Huili School Shanghai is committed to being China's leading bilingual school. We are one of Wellington China's three Shanghai schools, and we work closely with Huili Nursery Shanghai and Wellington College International Shanghai. Almost all Huili pupils are Chinese nationals and teaching is equally divided between English and Chinese. Half our teachers are English-speakers who began their careers in UK state and independent schools.

Huili School Shanghai opened in 2018 with 276 pupils aged 6 to 11 in grades 1 to 6. The school is selective and heavily over-subscribed. At the start of 2019-20 we have 564 pupils in grades 1 to 7, the equivalent of UK years 2 to 8. The school will comprise three parts: primary school from grades 1 to 5, junior high school from grades 6 to 8, and the high school from grades 9 to 12 which will open in 2021. High school pupils will study IGCSE examination programmes and our plan is to begin the IB diploma programme in 2023, with the first pupils progressing to world-class universities in 2025.

Huili School Shanghai provides Chinese pupils with access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. Our vision is to inspire pupils to become intellectual, independent, individual and inclusive. We call this the Huili identity. Our pupils will develop a strong, deep understanding of the rich heritage and culture of China and will be proud of their Chinese identity. They are encouraged to develop the values, aptitudes and knowledge needed to be effective global citizens and leaders. We aim to prepare pupils for success during and after life at the school.

Huili School Shanghai is based in outstanding, purpose-built facilities, not far from the heart of Shanghai, and very close to Wellington College International Shanghai.

BASIC INFORMATION

JOB TITLE	Head of Primary	DEPARTMENT	SLT
SUPERVISOR	Principal		
SUBORDINATE	Primary SMT		

OBJECTIVES

The Head of Primary (grades 1-5: years 2-6) will play a central role in providing professional and energetic leadership of learning and teaching and securing the highest quality of pastoral care.

The postholder will inspire pupils and staff to become part of a world-class primary school. They will work with colleagues and pupils in order to support outstanding outcomes academically, pastorally and professionally. They will work particularly closely with the Head of Junior High and the Head of High School to ensure the school retains a 'through school' feel.

The Head of Primary is expected to play a key role in the strategic development of the school, supporting the Principal and Executive Master (who also leads Wellington Shanghai) in this aim. They will be a member of the school SLT alongside the Principal, Head of Junior High, Head of High School and Executive Master. The Head of Primary will also be the person the Principal entrusts with the day-to-day running of the Primary and will engage with pupils, staff, parents and governors.

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

The school is looking to appoint an individual who embodies the five 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 managing sensitive and difficult situations to effect

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 develop the strategic leadership of the Primary
2. To play a major role in formulating the aims and objectives of the school
3. To design, develop, implement and review all Primary policies and strategic plans in consultation with the relevant members of the SMT
4. To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all; demonstrating the vision and values of the school in everyday work and practice; motivating and working with others to create a shared culture and positive climate
5. To provide professional leadership and management of teaching and learning throughout the Primary in partnership with the SLT
6. To ensure that teaching secures high quality learning for all pupils and that progress of all pupils is measured

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 Primary in academic and pastoral matters.
5. To develop those around them through appropriate distributed leadership and encouragement of agency wherever possible.
6. To be able to teach high ability classes using a variety of styles to create appropriate learning opportunities for all pupils.
7. To coordinate strong links with the Head of Junior High in order to devise an effective transition programme into the Junior High from the Primary.
8. To collect and disseminate all information relating to the Primary for use in marketing, information forum and so forth.
9. To develop a positive relationship between the Primary and the wider school community through cooperative ventures, publications, competitions and co-curricular activities.

ACADEMIC MANAGEMENT

1. Work with the Principal and senior leaders across the school to establish a vision and education model for delivering an effective bilingual curriculum supplemented including the relevant mandatory elements of the Chinese curriculum.
2. To operate within the project plan for curriculum development.
3. To lead on developing the framework of the curriculum; including assessment structures and pastoral systems.
4. To be familiar with a range of primary curriculums, including the English National Curriculum, IPC and PYP.
5. 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.

6. To support the continued development excellent teaching at Huili; remaining open to changes in pedagogy whilst embedding best practice as it arises.
7. To oversee the process of setting academic targets for Primary pupils and to work towards their achievement.
8. To work with the academic teams in monitoring pupil progress and achievement, including planning for and implementing interventions and extension.
9. 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. Leading the Primary senior management team (SMT)
2. To achieve the highest standards of performance and self-discipline amongst the Primary teaching and non-academic staff
3. To draw-up the Primary academic calendar, in consultation with the relevant members of the SMT
4. To manage parental concerns and communications, in conjunction SMT and SLT colleagues.
5. Disciplinary matters relating to all students within the Primary
6. To ensure that the students abide by the uniform regulations and reflect credit on the school through their appearance and behaviour
7. To work closely with the HR team to implement recruitment strategy to achieve hiring targets for academic staff and support with non-academic administrative staff
8. To contribute to and work with the Principal to develop the induction programme for new staff
9. To work closely with the Director of Admissions and the Marketing department to develop effective and innovative forms of pupil recruitment and retention.
10. Contribute to parent information sessions and community events to raise awareness and promote the school

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
		Postgraduate teaching qualification or equivalent
	Language	Native English speaker
EXPERIENCE	Working Experience	Minimum of 10 years' experience in a primary school
	Management Experience	Minimum of 3 years' senior leadership experience in a primary school
EXPERTISE	<ul style="list-style-type: none"> • Broad knowledge in the primary 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 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 	