



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

# Job Description

## Head of Secondary Mathematics

### ABOUT US

#### We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

#### The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

#### Wellington College China (WCC)

Wellington College China is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

### WCC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more.

With offices in Shanghai, the group provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

### Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2023.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

# Role Description

## **JOB TITLE**

Head of Secondary Mathematics

## **DEPARTMENT**

Mathematics

## **LOCATION**

Shanghai

## **SUPERVISOR**

Assistant Head of Secondary School

## **OBJECTIVES**

The Head of Mathematics in the Secondary School is accountable for leading the Mathematics curriculum for students in Years 7 to 13. We are looking for a qualified, experienced, motivated, and ambitious educator to lead and manage the Mathematics Department, inspiring pupils to consistently achieve their academic potential and encouraging participation in diverse co-curricular programs. The ideal candidate will have a proven track record of successful leadership in a Mathematics department within an international school setting, delivering the English National Curriculum, Edexcel IGCSE, and IB curriculums.

## **CARE AND WELLBEING OF CHILDREN**

Ensure each child has a sense of belonging within the within the atelier.  
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.

## **FAMILIES**

Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.

## PROFESSIONALISM

- Model and promote Wellington Values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity: inspired, intellectual, independent, individual, inclusive.
- Commitment to safeguarding and risk assessment.
- Support staff in developing their career and professional development
- Adhere to all procedures and policies as outlined in the Staff Handbook.

## REQUIRED SKILLS AND QUALITIES

- Strong Mathematician, with a degree in Mathematicss
- Solid understanding of and experience in teaching iGCSE & IBDP (including HL AA Mathematics/A-Level Mathematics with a proven track record of results)
- Experience teaching across different phases
- An excellent/outstanding practitioner
- Strong communication and leadership skills

## JOB DESCRIPTION AND KEY RESPONSIBILITIES

### Leadership and Management of the Mathematics Curriculum:

- Establish, review, and monitor the implementation of schemes of work.
- Review examination specifications and liaise with relevant examination boards.
- Develop effective pupil assessment methods and analyse results.
- Promote a culture of academic inquiry within the department.
- Provide varied and effective co-curricular activities for different age groups.
- Work with the Higher Education team to develop opportunities for pupils to enrich their mathematical skills.

### **Teaching and Learning in the Mathematics Department:**

- Develop collaborative teaching and learning strategies with Secondary SMT leads.
- Design effective induction programs for new staff.
- Organize regular observations of teaching and provide constructive feedback.
- Conduct annual appraisals for department members.
- Ensure the effective implementation of the School's behaviour policy.
- Support staff in managing classroom discipline.
- Set and maintain high expectations for pupil learning and behaviour.
- Commit to academic excellence and differentiated teaching.
- Maintain detailed records of pupil achievement and progress.
- Delegate project leadership to encourage teamwork and professional growth.
- Monitor and ensure quality reporting on pupil progress.
- Contribute to timetable allocations.
- Manage departmental cover when necessary.
- Stay updated with subject developments and implement new schemes as required.

### **Administration of the Mathematics Department:**

- Conduct regular departmental meetings and maintain accurate minutes.
- Oversee the writing of academic reports.
- Produce annual analyses of public examination results for senior leadership review.
- Manage departmental resources and facilities.
- Administer the departmental budget efficiently.
- Maintain an up-to-date departmental handbook.
- Advise pupils on subject options and university applications.
- Communicate effectively with parents regarding pupil placement, assessment outcomes, and curriculum pathways.



### **Other Responsibilities:**

- Implement safeguarding procedures within the school.
- Undertake duties as reasonably requested by the school leadership.

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

**Be You.**  
**Be The Difference**