



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)

POSITION: **Head of Primary- IoL**

ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 160 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and a pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 5000 pupils. The colleges are:

Wellington College International Tianjin

Wellington College Bilingual Tianjin Nursery

Wellington College Bilingual Tianjin A Level Centre

Wellington College International Shanghai

Wellington College International Hangzhou

Huili School Shanghai

Huili School Hangzhou

Huili Nursery Shanghai

Huili Nursery Hangzhou

In 2022 Huili Nursery and Huili School Nantong will open.

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



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Basic Information

JOB TITLE	Head of Primary	DEPARTMENT	Wellington College China Central Office
SUPERVISOR	Senior Director of Academics (SDoA)		

OBJECTIVES

The key aims of the Head of Primary are to:

1. Inspire leaders, teachers and TAs to deliver the highest possible education for the pupils
2. Drive excellence in Primary & EAL teams across the WCC group of schools
3. Support the school leaders in defining the strategic development for Primary School, as required
4. Support the school leaders in preparation for meetings and sub committees
5. Work with school staff, as agreed between the SDoA and Masters, to deliver high standards for Primary School Education across the WCC group
6. Provide high quality 1:1 support, group training and CPD
7. Support networks across the WCC group
8. Help develop the leadership pipeline by nurturing future academic leaders
9. Ensure identified staff have access to the most appropriate and highest quality training and development courses
10. Lead on cross group curriculum, assessment and pedagogical development for Primary
11. Support the growth and development of WCC by providing expertise and strategic input in Primary Education for new schools and to Business Development opportunities as required by the CEM
12. Extend WCC's influence by speaking at conferences, networking and writing materials as agreed between the CEM and the SDoA of IoL
13. Provide consultancy and training courses to the wider community through the Institute of Learning, as agreed between the CEM and SDoA of IoL
14. Keep up to date with developments in education in China, the UK and globally

The Head of Primary will be proactive, resilient and professional. S/he will imbue the Wellington College values and communicate articulately and effectively within the Wellington community and externally.



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KEY RESPONSIBILITIES:

1. Staff Support

- Work with the SDoA, Masters and Primary Education Leads to ensure the needs of individual schools and WCC as a whole are met., including assessing needs and supporting the development of strategic plans
- Conduct QA measures e.g. Quality of Teaching Validation and Annual Review Verification
- Identify and lead high quality professional learning and training that builds capacity and expertise in Primary Education and strengthens provision
- QA courses led by external parties
- Network with leaders within WCC and beyond to strive for best practice and keep up to date with developments in education
- Establish a WCC professional learning network for Primary Schools which facilitates the sharing of best practices across schools
- Nurture Primary School leaders through effective mentoring/coaching
- Support the Snr Director of HR with the Talent Development programme as required e.g. by networking with high potential individuals and promoting WCC as an employer
- Evaluate academic outcomes and standards across the group
- Support schools to prepare for the Academic Sub Committee and School Affairs Board
- Annual Review and School Self Evaluation preparation
- Support training and induction of new Primary School Leaders
- Provide interim cover for Primary School Leaders as required

2. Curriculum, Assessment and Pedagogy

- Ensure the Primary curriculum and assessment framework reflects the highest standards
- Lead on cross group pedagogical excellence and development in Primary Education
- Lead curriculum and assessment evaluation and review
- Ensure Primary Education cross group assessment is accurate & reported consistently
- Keep abreast of latest developments in China, the UK and globally
- Ensure SLT are aware of latest trends and agree WCC's response
- Support the development of optimum learning environments
- Draw on IoL Research & Development to inform curriculum, assessment and pedagogical development, practice and policy

3. Extend the Influence of WCC

As agreed between the CEM and the SDoA of IoL:

- Assist with the development of a range of Primary Education publications and training programmes for Leaders, Teachers, Teaching Assistants and parents
- Deliver training to Leaders, Teachers, Teaching Assistants and parents, including beyond the Wellington community
- Contribute to IoL led research projects
- Network with professionals externally
- Assisting New Schools with the transition, handover and induction of incoming staff



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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Relevant teaching qualification
	Language	Business level communication in English - written and verbal
EXPERIENCE	Working Experience	<ul style="list-style-type: none"> 10 years and above of relevant experience in schools, experience in a Group-wide / multiple-school or consultancy role may be beneficial
	Management Experience	<ul style="list-style-type: none"> 5 years of school leadership
EXPERTISE	Extensive knowledge of <ul style="list-style-type: none"> Relevant curriculum and pedagogy (Primary Education) International education and/or activities an advantage Working in Asia, preferred but not essential Academic courses and training 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> Commitment to high quality learning and educational provision Personal Integrity, accountability and credibility Strong influencing skills, a diplomatic, collaborative leadership style; able to inspire results through others Ability to present analysis, proposals and strategies to the governors and leadership teams Strong track record of solving complex problems, strategic thinking and delivering significant impact as a leader. Excellent communication and interpersonal skills. Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis. Strong mindset for continuous improvement to meet or exceed expectations Resilience Adherence to the Wellington Core Values 	