

POSITION: Head of English Social Studies

ABOUT US

Wellington College Hangzhou is committed to providing world-class educational opportunities in the city of Hangzhou. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, bilingual community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Huili values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and A-Levels in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

BASIC INFORMATION

JOB TITLE	Head of English Social Studies	DEPARTMENT	Academic
SUPERVISOR	Head of Junior High		

OBJECTIVES

The Head of English Social Studies has the overall responsibility for the quality of teaching and learning of English Social Studies and must ensure it is of the highest standard.

MAIN PURPOSE

- Overseeing the teaching and learning of English Social Studies curricula based on the UK National Curriculum and later the IGCSE and Alevels
- Managing curriculum developments and ensuring relevant staff are trained accordingly.
- Leading and ensuring the IGCSE and Alevel English Social Studies courses are being delivered effectively and successfully, including teaching, marking and moderating.
- Tracking and reporting all data to the Heads of schools.
- Leading IGCSE and Alevel interventions including liaising with students, parents, Heads, Principals and other relevant staff.
- Overseeing all excursions and activities that relate to English Social Studies subjects.
- Providing an exciting environment which supports the personal and professional development of each student and member of staff. Planning high quality CPD opportunities for staff alongside Director of CCAs.
- Giving leadership in matters of discipline. Setting high standards and expectations of behaviour among both staff and students.
- Understanding the financial operation of a budget.
- Liaising with Heads on teaching timetables for English Social Studies.
- Establishing, monitoring, reviewing and developing policy and practice to support high quality social, moral, health, cultural and spiritual provision for all staff and students.

KEY RESPONSIBILITIES:

The Head of English Social Studies has the overall responsibility for ensuring the quality and consistency of teaching, learning, reporting and curriculum development in English Social Studies is of the highest standard. This includes the tracking and reporting of all data and exam results. They are required to oversee all schemes of work, departmental policies and other documentation under the guidance and accountability of the Heads of School. The Head of English Social Studies will be expected to guide, support and equip departmental staff in their academic roles and where possible enable them to meet their professional goals and/or receive necessary professional training.

In addition, the Head of English Social Studies will be required to carry out lesson observations and contribute to appraisals for departmental staff in line with the school's appraisal policy and have responsibility for the teaching and learning standards for English Social Studies.

The Head of English Social Studies is expected to keep abreast of curricula and exam board developments and has the added responsibility of ensuring the external IGCSE and Alevel in English Social Studies are of the highest standard.

The Head of English Social Studies is responsible for liaising with the Heads of School budgetary requirements.

The Head of English Social Studies has a responsibility for teaching innovative and engaging lessons and acting as a role model in terms of teaching quality.

The Head of English Social Studies is expected to ensure the department is maintained to a high standard visually including the displaying of students work, display boards in corridors and classroom displays.

The Head of English Social Studies must have a clear vision and goals for IGCSE and Alevels that is consistent with the development plan of the whole school.

Required Qualifications, Knowledge and Skills

1. A relevant university degree and professional teaching qualification is essential.
2. Be an outstanding teacher and role model.
3. Knowledge of UK National Curriculum.
4. Knowledge and experience of GCSE/IGCSE/Alevel in English Social Studies, their delivery and assessment requirements.
5. Knowledge of current curriculum developments in the UK.
6. A passion for English Social Studies and the ability to share this with as wide a range of students as possible.

7. Fluency in written and spoken English to enable effective communication with students and in working relationships. Ability to speak and write/read in Chinese would be beneficial.
8. Excellent inter-personal skills.
9. Honesty, integrity, compassion, flexibility and a good sense of humour.
10. Strong organisational, self-management and problem-solving skills.
11. The desire to put the wellbeing of each student at the heart of what they do and can demonstrate how they will support the development of the Huili Values.

Desirable Qualifications, Knowledge and Skills

1. School departmental managerial experience.
2. Experience using a VLE to enrich the students learning.
3. Experience in teaching and mentoring English Support students.

JOB QUALIFICATIONS

Basic Qualification	Education	• Bachelor's degree (or equivalent) or above
	Major	• English social studies related majors or equivalent
	Language	• Proficient in English
Experience	Working Experience	• At least 5 years of teaching experience and 2 years of leadership experience
		<ul style="list-style-type: none"> • Experience of successful academic achievement. • Experience of leading multiple projects. • Strong knowledge of GCSE/IGCSE/A-level.
Preferred Qualification and Personal Attributes		<ul style="list-style-type: none"> • Be able to assess pupils' interests, needs and developments. • Be able to develop curriculum. • Creative and problem solving. • Experience of working across cultures successfully. • Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment. • Strong passion for the education and development of students. • Track record of solving problems and delivering impact as a leader. • Ability to work with data and develop recommendations for action based on the analysis. • Personal Integrity, accountability and credibility.

- Strong mindset for continuous improvement to meet or exceed expectations.

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.