



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)

Job Description

Second Master / Vice Principal

INFORMATION FOR CANDIDATES

This is an exceptional opportunity to join one of the best-regarded British school names in China in a strategic senior leadership capacity.

The Second Master / Vice Principal will be the perfect position for an experienced senior leader looking to move to China for the first time or to return the country in a senior role. The standing and success of Wellington College International Shanghai, the magnificent professional and career development opportunities provided by Wellington College China, and the vibrant life of the international city of Shanghai all make this a compelling opportunity at a fascinating time to be in China.

The Second Master / Vice Principal will be a vital member of our Senior Leadership Team, inspiring teams across the school to deliver a high-quality education and working closely with the Master and other senior colleagues to sustain and strengthen further the College. It could suit an existing senior deputy head or other senior leader looking to take their next step up, but it could also be an option for those with headship experience who are attracted to the size, strength and reputation of our College and our group and the chance to be in China as the country becomes even more significant geopolitically. Whatever your background, this has the potential to be a highly significant career move: if you succeed, there are likely to be future opportunities to make progress within the Wellington College China group.

Wellington College International Shanghai opened in 2014 in the New Bund area of Shanghai. With state-of-the-art facilities, WCIS has almost 1,600 pupils aged 2-18 following

Kindness Responsibility Respect Courage Integrity

EYFS, the English National and International Primary Curricula, IGCSEs and the IBDP. We seek to foster in our pupils a sense of the Wellington Identity in a way that is consistent with the original Wellington College – one of the UK’s most respected schools and long known for its pioneering, innovating and transforming education – but within the context that has been set by Wellington College China since 2011.

The Second Master will have a good understanding of international best practice in education and extensive experience of education in high-calibre schools. This is a new position intended to add significant capacity to WCIS’s leadership; the successful candidate must be able quickly to establish credibility with leadership colleagues, teachers and staff, parents and more widely in the Shanghai community.

This is an outstanding opportunity. WCIS is highly successful but there will be plenty of scope for the Second Master / Vice Principal to make a significant difference across the College and in strengthening cohesion within our community. The position comes with a competitive remuneration package, including a bonus plan, and is available for August 2024, or earlier in the case of candidates for whom that is possible.

ABOUT US

Wellington College International Shanghai is one of the best-performing international schools in China and we are ambitious to take our place among the leading international schools in the world. In 2022, WCIS was rated second in China for IB Diploma Programme results and second in the influential Hurun index of Chinese international schools. However, a Wellington education extends far beyond the walls of the classroom and the hours of the timetable. A well-rounded pupil is a successful pupil and our enrichment programme is intended to give WCIS pupils a chance to discover their interests and pursue them with passion.

WCIS is close to its capacity of 1,600 students, with 360 employees, including 190 teachers. We maintain a student:staff ratio of 8:1. At present, about 70% of our students are from Chinese non-passport holder families, but we anticipate that the balance will return to the pre-pandemic levels of about 50% Chinese non-passport holders and 50% other international students. The school is less transitory than some other international schools and there are always likely to be Year 13 pupils who have been with us all the way through the school. We are also seeking to build a scholarship programme to attract students from Chinese bilingual schools into Year 10.

WCIS shares the Wellington Identity with all members of the Wellington Family of Schools. This defines what we want every Wellingtonian to be and to become: Inspired, Intellectual, Independent, Individual and Inclusive. Underpinning the Wellington Identity are the values of Courage, Respect, Integrity, Kindness and Responsibility.

WCIS, like the other Wellington College International Schools in China and now the Huili bilingual and bicultural schools as well, is part of Wellington College China. WCC is the owner and operator of the schools, working in close cooperation with Wellington College in the UK. The group adds considerable strength to our College through its central resources and the mutual support and collaboration it facilitates, underpinned by an innovative business model that offers each school a strong degree of autonomy,

including financially. Perhaps most impressive of all – and of significance for the incoming Second Master / Vice Principal – is the extensive WCC professional development programme and the opportunities for leadership development and progression within the group. Further information about WCC’s extensive CPD programme is available [here](#).



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



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020 -2022



Competitive salary and benefits

ACADEMIC

The WCIS curriculum is modelled on the English National Curriculum from the Early Years through to Year 10, when pupils take IGCSEs. In Years 12 and 13, we offer the IB Diploma Programme, with a wide range of choice across all six DP groups. However, the assessed curriculum is only the starting point, with the International Primary Curriculum providing a framework in the Prep School, and the whole College incorporating international best practice in both curriculum and pedagogy.

Chinese is taught as a core subject throughout the College. Chinese language and culture is mandatory for all pupils until Year 9, but most continue with it until they graduate. It is an essential part of our mission to make well-rounded, internationally-minded pupils.

For some pupils, our Dual-Language Pathway goes further in aiming to create fully bilingual, biliterate and bicultural pupils through immersion in a Chinese and English learning environment. Pupils learn every subject in both English and Chinese. Their second language is thus no longer just an academic subject; it is a medium of instruction in the classroom all day. Pupils joining this pathway follow it from the early years through to Year 8, followed if they wish by first language English and Chinese IGCSE courses and a bilingual IB Diploma.

The university destinations of our pupils reflect both their highly successful academic achievements and the university guidance provided by our dedicated team of professionals. 22% of offers in 2022-23 were from the world’s Top 10 universities, including offers from every university in the Top 10 in the UK and the Top 5 in the US.

ENRICHMENT

The Wellington College emphasis on a broad, holistic education is supported by ample opportunities for pupils to pursue a diversity of interests and cultivate new talents through our comprehensive co-curricular activities (CCAs). These are incorporated into the school day and compulsory for pupils in Years 1-13. Activities are divided into three categories: sports – approached on a ‘sport for all’ basis – the arts, and clubs and societies.

Other elements of our enrichment offer include the Wellington Academy Programme, which gives students access to professional mentorship and coaching in a range of activities, academic and athletic competitions, the Model UN and the Duke of Edinburgh's Award. We also offer a range of on- and off-site community programmes during the evenings and weekends.

LOCATION AND FACILITIES

WCIS has a state-of-the-art campus, which supports our vibrant College community and its combination of academic excellence and a comprehensive range of opportunities in science, music, performing arts and sports. From the outside, the campus is designed to reflect the style and architecture of Wellington College in the UK. However, a comprehensive and innovative design programme has ensured that the interior space has become an integral part of the College's teaching and learning and our commitment to excellence.

Wellington College International Shanghai is in the New Bund Area of Pudong District, which gives easy access from both Puxi and Pudong, Shanghai's two central districts. The nearest metro station is ten minutes' walk away. Our *Community Guide to Moving To and Living In Shanghai* is available [here](#).

ORGANISATION AND LEADERSHIP

The College is divided into three schools: Early Years (Pre-Nursery to Reception) housed in our Early Years Centre, and on the main campus the Prep School (Pre-Prep to Year 8) and Senior School (Years 9 to 13). Each school has a Head, who is responsible to the Master. They come together with our Whole School Deputy Head, who is Chinese, and key non-academic colleagues to make up the Senior Leadership Team. There are also other whole school Directors and leaders, covering areas like science, sport and performing arts who sit outside the SLT; they will report to the Second Master / Vice Principal.

The Master is Brendon Fulton, who joined us in 2021, having previously been Principal and Executive Principal at the Outstanding-rated Dubai British School.

Governance is organised at both group and school level. Overall governance rests with the Wellington College China Executive Board, which operates a single ownership framework for all the Wellington College and Huili Schools in China, makes group-level decisions, governs the Central Office as a shared resource, and approves group-level targets that are shared by our senior leaders.

However, WCC aims to establish schools that, over time, can flourish with high levels of autonomy. Each WCC school has its own School Affairs Board (SAB) made up of five members appointed by WCC and Wellington College International, a subsidiary of Wellington College UK. The SABs meet twice a year and have an advisory role. Each SAB also has four sub-committees: Academic, Facilities and Services, Finance and HR, and Safeguarding and Child Protection.

The Wellington College China Schools operate according to a business model that allows for a high level of financial independence. Under this model, WCIS pays an annual licence fee to both Wellington College International and Wellington College China, plus a further percentage of revenue that finances the group's further development. Beyond this, the Master manages the budget and finances in a way that would be common in any school, seeking to build a surplus that can be used to support the further development of the school. This helps us to be a creative, forward-thinking and dynamic school community, leveraging our own resources to pursue innovative new ideas.

ABOUT THE WELLINGTON FAMILY

Wellington College was founded by Queen Victoria in 1859 as a national monument to one of Britain's most renowned military figures and twice Prime Minister, the Duke of Wellington. More than 160 years later, the College is one of the most respected schools in the UK and one of its greatest educational institutions.

In partnership with Wellington College, Wellington College China opened its inaugural school, Wellington College International Tianjin, in August 2011. WCC grew with the addition of Wellington College International Shanghai in 2014 and the creation of WCC Huili to promote bicultural education. Huili Nursery Shanghai opened in 2016 followed two years later by Huili School Shanghai and three schools in Hangzhou - Huili Nursery and Huili School and a further Wellington College International School. Huili School Nantong, WCC's flagship boarding school, opened in 2022.

Wellington International Schools teach a curriculum based on the English National Curriculum and the IBDP, while the Huili schools combine the best of the British and Chinese education systems for Chinese pupils aged 2-18.

The Wellington College Family now has schools in the UK, Thailand, India and China. Wellington College China continues to flourish and plans to take its bicultural education model overseas within the next few years.

THE ROLE

The Second Master / Vice Principal is a new role, with considerable potential both professional and personally. The intention is that the position should add considerable senior leadership experience and capacity to Wellington College International Shanghai. On a more personal level, a successful Second Master can expect the role to be a foundation for development within the Wellington College China group.

The Second Master / Vice Principal reports to the Master, Brendon Fulton, and will have responsibilities spanning the College's operations and activities. The Second Master will support the Master in planning WCIS's strategic development and in reporting to the WCC board and SAB, and will deputise for the Master in his absence.

First and foremost, we are seeking to appoint a Second Master with outstanding all-round leadership skills, credibility and charisma rather than a specific set of skills in any single area of school leadership. It will be vital that the postholder is able to embody the

Wellington Identity and Values and will commit to embedding these in a meaningful and authentic way at the heart of our community.

WCIS, like many international schools in China, saw some leadership change during China's period of Covid restrictions and so the current Senior Leadership Team is relatively new. The Second Master will support the Master in building a more robust leadership culture, stronger cohesion between leadership colleagues, and a more embedded approach to leadership development. For this, we will require an experienced school leader who can be a natural mentor and guide to our leadership team members.

An excellent Second Master / Vice Principal will also play a central role in fostering a more cohesive cross-College community, with consistency of practice and a real commitment throughout the community to raising quality, striving for more and embracing change, at all times guided by the Wellington Identity.

We are looking for a leader who has confidence in their leadership experience but who also has the wisdom and humility to understand that they are coming into an established community and that it will be necessary to observe, to listen and to learn. The person we need will have credibility, but will recognise the importance of earning respect.

The Second Master will have line responsibility for a number of cross-school leaders. In due course, it may make sense to revisit some of the College's other reporting arrangements to match the respective experience and skills of the Master and Second Master. The Second Master will work closely with the Whole School Deputy Head to ensure that the College is always compliant with relevant Chinese regulations and operating appropriately within its cultural context.

We are also seeking someone who can work effectively externally and with a range of stakeholders: liaising with parents, recruiting the very best staff and understanding how to represent the College effectively in the Shanghai community. The Second Master will work closely with the Director of Marketing and Admissions and the Heads of School in maintaining a strong and highly credible external presence.

The existing strength, composition and resourcing of WCIS should make this a highly attractive opportunity for experienced senior leaders looking for a step-up or for a bigger role in a successful and well-organised school. It will suit someone with the ambition, hunger and creativity to make a difference and who wants to give leadership to our authentic commitment to academic excellence within a genuinely holistic environment.

While the role is likely to attract good candidates who are already in China, we also think there are few better options for a leader looking for a secure first move into or a return to the country. China has rapidly returned to normality after the restrictions of its extended Covid response, demand for the school will continue to grow and we are looking forward to rebalancing our community between Chinese non-passport holders and other international pupils. It is certainly a fascinating time to be in China and perhaps especially

in its financial and commercial centre of Shanghai. For those with a keen interest in geopolitics, this will be an intriguing period in which to see China's developing global influence from within. Final interviews will be held in Shanghai and we are very keen that this should be an opportunity for candidates to gain a realistic insight into living and working in this vibrant city.

Wellington College China takes professional development very seriously, and offers a full programme of structured CPD activities to staff from across its schools – we believe this amounts to some of the best CPD available within a schools group. The programme now includes a Mini MBA on leadership in a global education context, offered in partnership with Manchester University and developed specifically for WCC. The successful candidate will spend a period at Wellington College in the UK before taking up their position.

WCC has a strong tradition of developing leaders and fills a high percentage of its leadership roles from within the group, utilising a dedicated High Potential Leadership Programme. This is therefore a relatively rare opportunity to move into the group at such a senior level. All SLT members are part of an external executive coaching programme, which will also give the Second Master access to their own external coach.

We believe this all adds up to an exceptional opportunity for the right candidate. There is significant scope to make a mark on an already successful school and to become a key player within our leadership. The role will offer much to a candidate who is an all-round leader with the ambition to work in a great school and with a keen interest in mentoring and guiding other leaders. It is also a great career development opportunity, with the potential to open up subsequent opportunities within the WCC group.

Role Description

JOB TITLE

Second Master

DEPARTMENT

Senior Leadership Team

LOCATION

Shanghai

LINE MANAGEMENT

Master (Brendon Fulton)

OBJECTIVES

The Second Master will be a leading figure within the Senior Leadership Team (SLT) and play a central role in providing the school's strategic direction. The Second Master will inspire teams to deliver a high-quality education as well as working closely with the Whole-School Deputy and Heads of School to continue to build effective relationships with parents. In addition, the Second Master will be involved in recruiting new staff and marketing the school to support the school's growth. The role will include maintaining a high profile throughout the Shanghai community, fostering key strategies and strong relationships to promote excellence in the quality of the education provided, and working with the Master and staff to sustain and enhance the school's standing. Autonomous, determined and professional behaviour, modelling the Wellington Identity and values, will be the hallmarks of a successful Second Master. The post holder must be able to communicate effectively with the Wellington College community, including academic and non-academic staff, governors, parents, extended families and external agents involved in the functions of the setting.

KEY RESPONSIBILITIES

- Support the Master in the development of the strategic leadership of the school.
- Play a significant role, under the direction of the Master, in formulating the aims and objectives of the school, establishing the policies through which they are achieved, managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their fulfilment.
- Support the Master in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all; demonstrate the vision and values of the school in everyday work and practice; motivate and work with others to create a shared culture and positive climate.

- Maintain an overview and outlook across the whole school, encourage cross-school collaboration and relationships, keep the Master abreast of cross-school matters.
- Collaborate effectively with the wider SLT, including the Whole School Deputy and Heads of Schools. Play a key role in coaching, mentoring and developing those newer to leadership roles and supporting the Master to build a strong, mature and cohesive leadership team.
- Directly lead and line manage a team of Directors and other whole school leaders, as agreed with the Master.
- Partner with the Master and SLT to provide professional leadership and management of teaching and learning throughout the school.
- Support the Master and other key leadership colleagues in ensuring that the school's safeguarding policies and processes are up to date, thorough and rigorous, that they are implemented and understood by all and that the culture of the school is one that leads to a safe and secure environment for all.
- Work closely with the Whole School Deputy on matters in relation to government affairs and compliance.
- Provide leadership training for staff to ensure high staff retention and robust succession planning.
- Work closely with the Master and the SLT to develop effective school development plans that continue to build on the school's success.
- Work closely with the Director of Marketing and Admissions to provide marketing materials to effectively promote the brand, resulting in continuous improvements in admissions and the school's reputation.
- Work closely with the Whole School Deputy and Heads of School to ensure parent communication is effective and that there are high parent satisfaction rates.
- Attend and present at WCC Board meetings as required and work with the Master on preparation for Boards.
- Work with the leadership team to ensure continuous high expectations and a culture of excellence.
- Undertake the professional duties of the Master in the event of his/her absence from the school and deputise for the Master at any time as required to support.

BASIC QUALIFICATIONS

Education: Bachelors degree and recognised teaching qualification. A further degree, such as a Masters and/or a school leadership qualification such as NPQH, would be preferred

Language: English

Working experience: Extensive experience within education, track record of high calibre schools and progressive career development. Combination of home country and international experience preferred but not essential.

Leadership expertise: An experienced and mature school leader, ideally already operating at Principal or Vice-Principal level. Demonstrable experience of strategic, impactful senior leadership including leading, or supporting an overall Head of School, to establish and communicate a school's vision, ethos and strategy. Experience of coaching and developing less experienced leaders.

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, proven ability to communicate effectively across all levels, in a cross cultural environment and equally effectively in both internal and external settings
- Deep understanding of education
- Robust knowledge of international best practices in education
- A passion for education and innovation
- A clear understanding of a school leader's responsibilities in relation to safeguarding and child protection issues and with a clear commitment to delivering best practice in safeguarding
- A relationship-builder who can model good relationships and encourage cohesion across teams
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on this analysis
- Personal integrity, accountability and credibility
- A strong mindset for continuous improvement to meet or exceed expectations
- A commitment to quality and attention to detail

Wellington College China and Wellington College International Shanghai place the safety and wellbeing of its community at the heart of all that we do as an institution. This includes robust child protection and safeguarding policies and procedures. All members of staff understand the central importance of this commitment and undergo annual training in safeguarding young people. Also, they are required to read and sign the College's Safeguarding Policy and Staff Code of Conduct annually. The College adheres to the recommendations of the International Task Force on Child Protection (ITFCP) for its recruitment processes. Applicants to the College staff are required to undergo rigorous background checks before they are appointed. WCIS's safeguarding policy is available [here](#).

REMUNERATION

The Second Master / Vice Principal will be offered a highly competitive salary. The remuneration package will include an accommodation allowance, comprehensive medical insurance for themselves and dependents, school places, relocation support, annual flight allowance aligned with the WCC policy for senior leaders and a phone allowance.

WCC also offers an exceptionally attractive level of variable performance-related pay for Senior Leaders. The Second Master will be entitled to the group's highest level of bonus plan incorporating an annual Executive Bonus based on individual and school targets and enrolment in the group's Long Term Incentive Plan which is linked to Group-wide KPIs.

All senior leaders have fully-funded access to an external Executive Coach to support their personal and professional development.

The position will be offered on the basis of an initial 3-year contract but WCC is interested in candidates who see themselves being committed in the longer-term to WCIS and WCC.

HOW TO APPLY

This recruitment process is being managed by RSAcademics Ltd on behalf of Wellington College China and Wellington College International Shanghai. Unless stated otherwise, all communication about the appointments will be via RSAcademics.

Three members of the RSAcademics team are primarily engaged on this process:

Keith Clark

Head of international Leadership Appointments

KeithClark@RSAcademics.com

Jean Sullivan

Head of International Search

JeanSullivan@RSAcademics.com

Interested candidates are invited to contact Jean Sullivan by email for an initial confidential conversation. We would also be very pleased to facilitate candidates speaking informally to colleagues in the WCC and WCIS teams.

The closing date for applications is Monday 27th November 2023 at 10:00 (UK)/18:00 (China). Early applications are encouraged: preliminary interviews may commence before the stated deadline.

Applications should be made electronically to RSAcademics. Please apply at <https://www.rsacademics.com/current-vacancies/wcis/> via the **Apply Now** link accompanying the announcement of the position. You will be taken to an online portal where you will be able to download an application form. Please follow the instructions provided to complete and submit your application.

You should submit:

- A completed application form.
- A completed data sharing agreement.
- A copy of your curriculum vitae/resumé.
- A covering letter, preferably of no more than two pages, addressed to Mr Brendon Fulton, Master, Wellington College International Shanghai. The letter should explain your reasons for applying, the attractions of the role and the relevance of your experience to the position. Please make your letter as specific as you can; a letter that is largely generic may result in your application not being considered.

Should you have any queries relating to uploading your application documents, please contact Alison Hooper, Project Coordinator, at applications@rsacademics.com. Alison can also be reached by calling +44(0)1858 383163

The recruitment process will proceed as follows:

- When you submit your application, you will receive an automated email from RSAcademics confirming that we have received it. If you have not received the automated email within two working days of submitting your application, please email us at applications@rsacademics.com or contact us by telephone on +44 (0)1858 383163.
- Preliminary interviews for selected applicants with RSAcademics colleagues will take place by videoconference. Interviews may start before the applications deadline and so early applications are encouraged.
- Further interviews for those selected to move forward will take place by videoconference with members of the WCIS and WCC team.
- The final round of interviews will be held in Shanghai, in the new year (exact dates and details will be shared with selected candidates).
- RSAcademics will collect references for candidates invited to attend the final round interviews. No referees will be contacted until RSAcademics has received your express permission to do so.

Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally, advising on marketing strategy and research, leadership consultancy and the search and selection of Heads and senior staff. Comprising a team of top schools marketing professionals and respected former school leaders, RSAcademics provides a high-quality service to schools with rigour, experience and warmth. Please visit www.rsacademics.com for more information.

RSAcademics is committed to safeguarding and promoting the welfare of children and young people and to promoting diversity and inclusion in schools.

Be You. Be More.