

# Job Description

## Deputy Head of Primary (Pastoral Care and Wellbeing)

### ABOUT US

#### **We are Learners, Connectors and Changemakers**

At Wellington College Independent School Jakarta, 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 Independent School Jakarta (WCIJ)**

Wellington College Independent School Jakarta is part of the Wellington College global network of schools, underpinned by over 160 years of educational excellence from the UK. The Jakarta campus will open in 2025, offering world-class international education for children from Nursery through to Secondary.

We aim to provide a unique combination of British academic standards and values while embracing the richness of Indonesia's cultural heritage.

Guided by the 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

## **SCHOOL INTRODUCTION**

The Wellington College Independent School Jakarta campus is scheduled to open in 2025, offering a world-class modern facility to educate pupils from ages 2 to 18. Our campus will foster a large, inclusive, and nurturing community that celebrates the rich diversity of both Indonesian culture and global perspectives. Aligned with traditional Wellington Values, our education is rooted in academic excellence, complemented by exceptional pastoral care and a wide breadth of co-curricular opportunities.

Early Years at Wellington College Independent School Jakarta provides a bilingual learning environment, fostering strong language and communication skills through an effective pedagogy of play.

The Primary School programme of learning is based on the English National Curriculum, with a blend of the requirements of the Indonesian National Curriculum, sensitively integrated into purposeful and contextualized units of learning.

Opening in the future, the Senior School will offer IGCSE and IB learning pathways.

## WORKING FOR WELLINGTON COLLEGE INDEPENDENT SCHOOL JAKARTA (WCIJ)

At Wellington College Independent School Jakarta (WCIJ), we are an inclusive community of passionate individuals committed to each other's growth and success. Grounded in the Wellington Values—Courage, Respect, Integrity, Kindness, and Responsibility—we foster an environment where ideas flourish, relationships are built, and futures are shaped collaboratively.

We empower our employees to grow, inspiring colleagues, opening new opportunities, and adding real value to everything we do.

At Wellington, our people are our greatest asset, and we take pride in the care and opportunities we provide for our employees. We offer an exceptional range of learning and development opportunities, including internal and external coaching programs, leadership development initiatives, and a wide array of academic and non-academic training courses designed to support career progression from middle leadership to senior leadership and beyond.

Our commitment to professional growth ensures that our staff are well-equipped to provide the highest quality education and support for our students.

Wellington College Independent School Jakarta is dedicated to making professional learning and personal development central to its ethos and approach. We fully recognise our responsibilities for safeguarding children, and our safeguarding policy applies to all staff, governors, and volunteers working within the school.

For more information about career opportunities and our commitment to staff development, please visit our careers page [Wellingtoncollege.sch.id](http://Wellingtoncollege.sch.id)

Join us at Wellington College Independent School Jakarta, where we pioneer education to serve and help shape a better world.



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 RESPONSIBILITIES

### JOB TITLE

Deputy Head of Primary (Pastoral Care and Wellbeing)

### DEPARTMENT

Wellington College Independent School Jakarta (WCIIJ)

### LOCATION

Indonesia

### SUPERVISOR

Head of School

### OBJECTIVES

The Deputy Head of Primary is a strategic role, with direct responsibility for developing the pastoral care, wellbeing and personal development programs of learning. You will take the lead on initiatives that support the growth of the school. You will also be a positive ambassador for change and will be directly involved with the professional learning and development of classroom teachers through effective performance development. The Deputy Head of Primary will serve as an integral part of the learner journey to support students with diverse learning needs within an inclusive setting. This role is pivotal in helping students by providing proactive and responsive services, and in engaging all stakeholders to deliver additional learning services to ensure, academic, extracurricular, personal and social pathway development and entitlement for all students. You will play a key role shaping the future direction of the primary school.

As a member of the School Leadership Team, you will provide leadership, direction and management to ensure a high-quality education for all students. You will be a model of excellence, and support colleagues to perform to the best of their ability. You will uphold the school values and put pupils' wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting with equality of opportunity for all and where each child is valued and feels safe and cared for.

## KEY RESPONSIBILITIES

- Deputise for the Head of School
- Member of the Primary Leadership Team, actively contributing to the strategic planning and development of the school for the future
- Assist the Head of School in the formation and review of the school development plan
- Support the Head of School with the creation, renewal and implementation of key policies and documents
- Work closely with the Director of Education to ensure continuity and progression from Early Years throughout the Primary School
- Leadership, development and investment in people through line management, appraisal, training and development of academic staff

## PASTORAL CARE

- Oversee pastoral care in the Primary School, creating systems and processes which support the personal care and development of every child
- Maintain high expectations for behavior and conduct in the Primary School, providing training and guidance for staff
- Lead a 'Quality First Teaching' approach, ensuring a culture of shared responsibility for the success of all children
- Develop and maintain the suite of pastoral policies, reviewing regularly and updating in line with best practice and evidence
- Develop a proactive approach to pastoral care for vulnerable and at-risk children:
  - Track incidents and concerns on iSAMs and produce headline data
  - Create care plans and individual behavior plans
  - Regular, proactive parent communications and support
- Lead the parent academy and well families' agenda
- Collaborate with and serve on interdisciplinary teams for the continual development and implementation of tiered programming to support students who require intervention, but not limited to:
  - Collecting and analyzing cognitive, academic, emotional and behavioral assessment data for prevention and intervention recommendations
  - Recommending, supporting and implementing early intervention, targeted and intensive services
  - Supporting a tiered-systems approach through a continuum of data collection, evaluation, analysis, documentation and recommendation
  - Developing cohesive systems and processes for special education programming that are inclusive and culturally and contextually responsive
- Ensure school-wide protocol, legal, ethical and organisational requirements for referral processes, data analysis and student records are implemented and adhered to, to include privacy and documentation standards for students receiving special education services and internal/external assessment accommodation requirements
- Develop a cohesive approach to student leadership:
  - Developing leadership positions, job descriptions and application and interview processes
  - Annual calendar of leadership events and celebrations

- Establish and meet regularly with the Student Leadership Team, supporting them to formulate and execute their strategic plan
- Coordinate leadership awards, including pins, trophies and legacy archives
- Lead on the House system
- Act as the Designated Child Protection Officer

## **CURRICULUM**

- Monitor and renew all curriculum policies and key documents in collaboration with the Director of Education
- Lead on the development and implementation of a world class, exciting Wellbeing program of learning:
  - Wellbeing and positive schools
  - PHSCE
  - Global Citizenship
  - Service and Sustainability
  - Leadership
- Ensure that the curriculum is inclusive, and promotes our international identity, and global perspective
- Work with teachers and marketing to celebrate curriculum events, and communicate this with parents
- Produce curriculum documents and hold parent workshops

## **ASSESSMENT**

- Develop tracking and assessment procedures based on evidence and best practice for students with identified needs
- Produce whole school analysis and headline data in collaboration with the Director of Education
- Ensure that data is valid
- Oversee assessment ordering and storage of JS assessment materials
- Select appropriate materials for summative assessments for children with identified needs, and ensure that appropriate and specific adaptations are in place
- Hold teachers to deadlines according to the Assessment and Scrutiny Cycle (ASC)
- Collaborate with the Primary Leadership Team on moderation and standardisation
- Support the Primary Leadership Team with the development of reporting procedures, including reporting headlines to key stakeholders
- Report on student achievement and progress across the primary school, using data analysis to support
- Support reporting arrangements for parents

## **LEARNING AND TEACHING**

- Ensure that every academic member of staff in the primary school understands what effective learning and inclusive teaching is
- Promote and monitor implementation and impact of the Learn-to-Learn skills
- Alongside the Primary Leadership Team, monitored and evaluate standards and progress in learning across using a range of strategies, including:
  - Work sampling
  - Learning visits

- Pupil discussions
- Professional dialogue
- Data analysis
- Coach and mentor staff to support colleagues to become highly effective members of the team

#### **GENERAL RESPONSIBILITIES INCLUDE:**

- Manage designated aspects of the primary school budget efficiently
- Establish quality relationships with parents and the wider community
- Attend community events and be an ambassador for the college
- Contribute to the induction programmed for new staff members
- Be a high performing practitioner
- Constantly seek to improve
- Promote excellence in everything we do
- Act as a role model of excellence and promote high standards of professional practice
- Support the leadership and development of the College

## BASIC QUALIFICATION

### Essential:

- University educated with an honors degree
- Recognised teaching qualification
- Evidence of ongoing personal development
- Experience of teaching in an international context

### Desirable:

Further degree in education; hold or working towards the National Professional Qualification for Middle or Senior Leadership (or international equivalent)

## KNOWLEDGE

### Essential

#### In-depth knowledge and understanding of:

- Leadership and management of a team (including line management)
- Effective leadership and management strategies
- English National Curriculum and Early Years Framework
- Assessment, tracking and data
- How children learn
- How to keep children safe
- Holding people to account
- Strategies to raise standards for all groups of learners and securing high levels of student achievement
- Up to date educational issues and developments
- Engaging parents and community stakeholders

### Desirable

- Use of iSAMs for data analysis and pastoral support
- Professional Learning Communities and Action Based Research
- Accreditation processes or Quality Assurance (inspection frameworks)

## EXPERIENCE

### Essential:

- Experience in a pastoral role
- Expertise to secure students' self-esteem and enable students to become resilient learners
- A clear, unrelenting focus on high quality learning
- Leading effective change with demonstrable impact
- Leadership of a high performing team
- A proven track record of highly effective classroom practice
- Contribution to the school development plan, or project action plans
- Developing colleagues

- Holding others to account
- Proven organisational skills
- Budget and resource management

Desirable:

- School improvement planning
- Taught in more than one key stage
- Developing links across organisations

## **PROFESSIONAL QUALITIES, ATTRIBUTES, VALUES AND CHARACTERISTICS**

- Have a clear educational vision based on evidence and experience
- Be absolutely passionate about improving learning and teaching
- Be pupil focused – students are the at the heart of everything we do
- Intrinsically motivated and inspired to create a world class learning environment
- Action and outcome focused
- High levels of collaboration, professional generosity, and curiosity
- Excellent communication and interpersonal skills
- Show educational entrepreneurship – solve problems and innovate
- Delegate effectively and inspire
- Manage time effectively and prioritise
- Rise to challenges and be flexible
- Resilient
- Culturally respectful
- Community minded

## **TEACHING**

The Deputy Head Teacher in the Primary school will have a teaching commitment negotiated with the Head of School.

Wellington College Independent School Jakarta is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.