



WELLINGTON  
COLLEGE  
EDUCATION

# Job Description

## Academic Director

### ABOUT US

#### We are Learners, Connectors and Changemakers

At Wellington College Education (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 Education (China) (WCEC)

Wellington College Education (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.

Kindness Responsibility Respect Courage Integrity

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.

### **WCEC 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. It 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 Education (China)**

WCEC 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 WCEC 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 [WCEC Course Directory](#).

Wellington College Education (China) has been awarded the HR Asia 'Best Companies to Work for in Asia' Award for 5 years running.



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



Personalised professional development pathways



Named one of HR Asia's 'Best Companies to Work for in Asia' 2020-2025



Generous salary and benefits

# Role Description

## **JOB TITLE**

Academic Director

## **DEPARTMENT**

The Bridge Team

## **LOCATION**

Shanghai

## **SUPERVISOR**

Director of the Bridge

## **ROLE OVERVIEW**

The Bridge Academic Director roles are strategic leaders responsible for advancing educational excellence across the organization, driving work in four core pillars: Curriculum Innovation; Professional Learning; Quality Assurance and Accreditation; and Data Diagnostics and Insights.

Candidates are not required to possess full expertise in every domain; however, they should demonstrate strong proficiency in at least one or more core areas and show an openness to develop skills in areas where they have less experience.

These roles are designed to empower continuous improvement, foster collaborative innovation, and ensure rigorous standards while supporting the unique identities of individual schools within the Wellington College Education (China) group.

Each school year, the specific responsibilities assigned to each Director will be tailored based on the team's expertise and composition. Directors assume an agreed-upon scope of work across the four pillars, allowing each to focus on strategic projects that best match their strengths. This approach ensures that individual strengths are maximized while maintaining alignment with the organization's priorities and needs.

## KEY RESPONSIBILITIES

### Curriculum Innovation

- Drive curriculum innovation, identify future skills and research-informed trends, and help define the group's unique educational proposition. Lead projects that differentiate the group and reduce redundant research at the school level.
- Provide clear guidance on aligning school development plans with group-level strategies, including sharing policies, trends, and expectations for future curriculum and academic development.
- Foster a networked approach to innovation, facilitating sharing of research-informed practice, connecting teams facing similar challenges to foster collective development, and enabling collaboration across all levels (from leadership to teachers).
- Act as a catalyst for change, supporting both established and newer schools with tailored guidance and encouraging schools to challenge traditions, adopt new tools, and think creatively about curriculum and operations.
- Advise on programme decisions to help schools avoid common pitfalls and lower risks, especially schools in the start-up or growth phase.
- Coordinate dynamic curriculum renewal cycles, pilot innovative initiatives, and cultivate strategic external partnerships—including collaborations with leading universities—to advance group-wide educational excellence.

### Professional Learning

- Implement shared, group-wide policies, systems, and processes for professional development, working in close partnership with school-based professional development coordinators to foster a shared approach.
- Monitor and evaluate the effectiveness of teaching standards, appraisal systems, and leadership development programs, ensuring continuous growth and alignment with best practices.
- Lead transformative group-level training programs—including iPGCE, NPQs, and middle leadership development—empowering educators to excel and drive collective improvement.
- Facilitate and monitor vibrant, group-wide job-alike and professional learning communities, enabling robust knowledge sharing and action research across all schools.

### Quality Assurance and Accreditation

- Support schools in executing accreditation and annual review processes at the highest level, providing strategic guidance and connecting them with internal and external best practices—empowering schools to excel without assuming the role of evaluator.

## KEY RESPONSIBILITIES

- Champion a culture of continuous improvement by balancing rigorous standards with collaborative support, fostering an environment where excellence and growth are mutually reinforced.
- Develop and refine quality assurance processes, offering differentiated support tiers tailored to schools at varying stages of development, and ensuring that each institution receives the guidance most relevant to its context.
- Design and implement group-wide accreditation strategies, aligning with international accrediting bodies and cycles to uphold global standards while honoring local distinctiveness.
- Coach schools through every phase of the accreditation journey, including documentation audits and mock visits, equipping teams with the tools and confidence to succeed.
- Maintain a living policy toolkit, ensuring ongoing alignment with global standards and enabling local differentiation to meet the evolving needs of each school.

## Data, Diagnostics and Insights

- Analyze and interpret data to drive school and group-wide improvement, offering advanced expertise in data analysis while building internal capacity within schools to execute this work with increasing confidence and autonomy.
- Ensure accurate, timely, and group-level data collection and analysis, proactively addressing challenges such as dashboard reliability and manual data entry.
- Facilitate internal benchmarking between schools, connecting teams facing similar challenges and promoting collaboration—while ensuring that comparisons remain constructive and do not foster unhealthy competition.
- Act as a strategic coach, guiding schools in data analysis, knowledge sharing, and strategy design. Offer insight on the effectiveness of assessment tools and help schools reflect on longitudinal data trends to inform evidence-based decision-making.
- Maintain and develop robust data infrastructure to generate actionable insights for both school and group-wide improvement. Oversee the integrity and automation of data pipelines, ensuring streamlined reporting for accreditation, quality assurance, and board processes.
- Redesign and maintain dashboards that prioritize leading indicators alongside traditional outcomes, providing regular insight briefs and diagnostics. Leverage AI as a cognitive layer and analytical partner to deliver advanced, actionable insights.

## BASIC QUALIFICATION

**Education:** A Master's Degree, or higher, in Education, Curriculum, or a related field.

**Language:** Proficient in oral and written English

**Working experience:** Minimum of ten years of relevant experience

## EXPERTISE

- Demonstrate emotional intelligence, advanced coaching skills, and a facilitative leadership style that empowers others to excel.
- Exhibit strong influencing skills and act as a strategic partner and enabler, driving impact at a senior leadership level and supporting schools to thrive within a shared framework while honoring their unique identities.
- Bring experience working within group or matrix structures and foster cross-functional collaboration across schools, phases, teams, and roles, cultivating a culture of partnership and shared purpose.
- Possess proven experience in educational leadership at the senior management level, with expertise in curriculum innovation, professional learning, quality assurance, accreditation, and/or data analytics.
- Demonstrate a strong understanding of bilingual and international education contexts, leveraging global perspectives to inform local practice.
- Display exceptional communication, analytical, and problem-solving skills, enabling effective decision-making and stakeholder engagement.
- Lead change, drive continuous improvement, and build collaborative networks that sustain growth and innovation through knowledge sharing and partnership building.

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As an employer of choice, Wellington College Education (China) is committed to making professional learning and personal development central to its ethos and approach. WCEC 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**