



WELLINGTON COLLEGE
INTERNATIONAL
HANGZHOU



Assistant Head of Senior School

Job description

Wellington College International Hangzhou





ABOUT US

Wellington College International Hangzhou is the 13th member of Wellington College family worldwide and the international school of first choice in Hangzhou. We offer a uniquely British style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We follow a world class curriculum based on the English National Curriculum which naturally leads into IGCSE and A Level qualifications in the Senior School. Our students will go on to attend the best Universities in the UK, the US and beyond to continue their studies. As with all Wellington College schools, the Wellington Values and Identities form the core of a well-being focussed education, delivered by our team of highly trained, expert and enthusiastic teachers.

The Wellington College Hangzhou 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.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

BASIC INFORMATION

JOB TITLE

Assistant Head of Senior School

DEPARTMENT

Academic

RESPONSIBLE

Year7-Year11

POSITION TYPE

Full-time

SUPERVISOR

Head of Senior School

MAIN PURPOSE

To support Head of Senior School in all aspects of school leadership, taking sole responsibility in some key areas of school life, and operating as an effective member of a larger group of SMT members across the campus.

KEY RESPONSIBILITIES:

STRATEGIC MATTERS

- To assist the Head of Senior School to develop vision and plans for development.
- To provide professional leadership and management of teaching and learning throughout the Senior School in partnership with SMT.
- To quality assure teaching and manage improvement so that it secures high quality learning for all students and that progress of all students is measured.
- To promote the culture and pastoral care of the pupils encapsulated by the Wellington values and identities.

LEADING PEOPLE THROUGH GOOD RELATIONSHIPS:

- To sustain effective, positive working relationships with all staff, students, parents, external bodies and the local community.
- To be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
- To possess good communication skills and be willing to adapt to the demands of an international school.
- To be able to provide support and guidance for all members of the Senior School in academic matters.
- To oversee effective transition from Primary to Senior School.
- To develop a positive relationship between the school and the wider community through cooperative ventures, publications, competitions and co-curricular activities.

ACADEMIC MANAGEMENT:

- To work with Head of School to elucidate a clear vision for an effective academic programme that ensures success at IGCSE and beyond.
- To work with Head of School to deliver a clear education model, including assessment structures and the pastoral systems.
- To lead by example as a teacher and as a leader, setting appropriate expectations for staff and students in relation to standards of students' achievements and the quality of teaching.
- To support the continued development of excellent teaching at Wellington, remaining open to changes in pedagogy whilst embedding best practice as it arises.
- To oversee the process of setting academic targets for pupils and work with the academic teams in monitoring student progress and achievement, including planning for and implementing interventions and challenge.
- To assist with the collection and use of school data (where appropriate) internally to support student development and externally to a wider group of stakeholders, including governors.

TEACHING:

- Fulfil the duties of a part-time subject teacher where required. The teaching load attached to this role will be determined by the curriculum need when matched to the subject experience of the successful candidate.

FURTHER RESPONSIBILITIES:

- To assist the Head of Senior School to achieve the highest standards of performance and self-discipline amongst the Senior School teaching and non-academic staff.
- To manage parental concerns and communication, in conjunction with other leadership colleagues.
- Oversee academic matters of pupils in a designated age range i.e. KS3 or KS4.
- To assist Head of Senior School in recruitment matters. .
- To contribute to and work with the wider SMT to develop the induction programme for new staff.
- To work closely with Admissions and Marketing maintain the high-quality brand and school image.
- Contribute to parent information sessions and community events to raise awareness and promote the school.
- To mentor the PGCE and / or Trainee teachers within the Senior School and ensure their early career development is supported in line with whole school expectations.



JOB QUALIFICATIONS:

BASIC QUALIFICATION

Education: An undergraduate degree plus a recognised teaching qualification e.g. PGCE. (Masters or NPQ style additional qualifications preferred)

Subject: Any discipline relevant to the Senior School curriculum.

Language: Fluent English.

WORK EXPERIENCE


- Five years work experience in high achieving schools.
- Two years of prior leadership experience.

EXPERTISE

- Broad knowledge of the international secondary school education systems including curriculum design and staff development.
- An appreciation of ESL education approaches and models, or the desire to develop expertise in this area.
- Ability to lead staff professional learning across a Senior School.

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment.
- Team player, with an agile and adaptable outlook.
- Tangible experience with international best practices in education.
- Passion for world class education and strong desire to provide a broad range of opportunity for our pupils.
- High levels of data literacy and the ability to develop recommendations for action based on data analysis.
- Personal integrity, accountability, and credibility in front of stakeholders. High levels of resilience and determination.
- Desire and mindset to achieve continuous improvement.
- Commitment to quality and attention to detail.
- Prior experience of working in China would be an advantage.
- Prior experience within a young and rapidly growing school would be an advantage.



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@wellington-college.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.