



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

WE ARE HIRING |



We are Our People

JOB DESCRIPTION

Deputy Head of Senior School



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



Personalised professional
development pathways



Competitive salary
and benefits



HR Asia's best
company to work for
in Asia 2020 & 2021



Top 2 International School in
China (Hurun Report 2022)
No 1 in Shanghai



Member of Wellington
College China
Family of Schools

ABOUT US

Opened in August 2014 and located in the New Bund area, Wellington Shanghai is a fully co-educational day school with over 1500 pupils, aged 2 to 18 years old. Consistent with the ethos of its prestigious partner in the UK, the College seeks to develop the Wellington Identity in every child whilst upholding the Wellington Values. Boasting a state-of-the-art campus, Wellington has built a vibrant community where all pupils strive to achieve academic excellence and engage in a comprehensive range of opportunities in science, music, performing arts and sports.

The College is divided into three schools starting with **Early Years** (Pre-Nursery to Reception) housed at the Early Years Centre, with **Prep School** (Pre-Prep to Year 8) and **Senior School** (Years 9 to 13) on the main campus. Following the Early Years Foundation Stage curriculum through the English National and International Primary Curriculum, Wellington's pupils are then prepared to go on to study a range of **IGCSE** subjects in years 10 and 11 to then embark on the rigorous **IB Diploma Programme** in years 12 and 13.

ABOUT THE WELLINGTON FAMILY

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, Field Marshal Arthur Wellesley, a statesman and soldier who also served the country with distinction twice as Prime Minister. 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.

In partnership with Wellington College in England, Wellington College China (WCC) opened its inaugural school, Wellington College International Tianjin, in August 2011. Wellington College China continued to grow with the opening of Wellington College International Shanghai in 2014 and the creation of WCC Huili to promote bicultural education. This resulted in the opening of Huili Nursery Shanghai in 2016. Further schools followed with Huili School Shanghai, Huili Nursery Hangzhou, Huili School Hangzhou and Wellington College International Hangzhou all opening in August 2018. Then, in 2022, Huili School Nantong, Wellington College China's flagship boarding school, opened in September 2022.

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

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

Inspired · Intellectual · Independent · Individual · Inclusive

ROLE DESCRIPTION

JOB TITLE

Deputy Head of Senior School

DEPARTMENT

Senior School

SUPERVISOR

Head of Senior school

OBJECTIVES

The Deputy Head has a wide-ranging brief and set of responsibilities that are difficult to capture easily in a role description. The role therefore requires flexibility, a capacity for operating effectively across multiple and sometimes competing areas of operation, outstanding organisational ability, and the wisdom needed to balance knowing when to take the initiative with knowing when to hold off in favour of greater consultation.

The principal function of the role is to ensure the orderly and effective running of the Senior School on a daily basis so that the school fulfils its aims of providing pupils with a well-rounded, challenging education. The Deputy Head must have the ability to understand and work with impact across all aspects of the school, including the taught curriculum, higher education, pastoral curriculum, and the co-curriculum, to engage positively with pupils, staff, parents, outside agencies and College or Wellington College China group-level leadership, and to promote consistently the values and vision of Wellington College International Shanghai.

The Deputy Head must be capable of deputising for the headteacher as may be required in a variety of contexts, whether in the form of face-to-face meetings, addressing large groups, or through effective written communication. The Deputy Head is expected to provide and model effective leadership of staff and pupils, in line with the values of the College.

The Deputy Head must be a highly skilled and sensitive communicator, able to ensure accurate and timely representation of views from across all the various parts of the school community.

KEY RESPONSIBILITIES:

The Deputy Head is responsible for the efficient and purposeful operation of the Senior School daily, such that policies and procedures are well understood, properly implemented, and successfully directed towards ensuring the school is a flourishing community. This includes responsibility for the following areas:

- line management of the assistant head teachers and director of higher education and careers, in order that daily matters relating to organisation and communication are understood and responded to promptly and effectively.
- oversight of the school's calendar and scheduling of events, ensuring appropriate negotiation and communication with colleagues across the College takes place.
- ensuring good communication (with pupils, staff and parents) with regard to daily routines and changes to routines.
- oversight of attendance and punctuality across the school and implementation of systems and actions to address deficiencies noted in these areas.
- overseeing the policies and procedures that will best promote thoughtful, kind and responsible conduct and which offer fair, consistent and effective means of challenging attitudes and behaviours that are not acceptable.
- liaising with Heads of year and Heads of Faculties/departments to ensure the development and application of effective systems for tracking and responding to positive/negative behaviour, across all areas, including academic progress, attendance and punctuality, and appearance.
- overseeing investigation into and reporting on significant disciplinary incidents that may require a judgment by the headteacher.
- working with colleagues to ensure that there are effective ways through which pupils can articulate, formally and informally, their views, concerns, ideas and aspirations concerning the school as a whole.
- working with colleagues to ensure that there are meaningful opportunities for pupils to develop leadership experience and attributes, with an explicit and consistent focus on kind, responsible, integrity-driven service to others as the basis for any leadership role.
- liaising with colleagues in the Prep School leadership team to ensure effective and supportive transition arrangements for pupils moving into the Senior School.
- ensuring pupils and staff have clarity on expectations and requirements in relation to the daily operation of the school.
- taking a lead role in identifying and acting on deficiencies in, or opportunities to improve, the physical environment of the school.

BASIC QUALIFICATION

Education: Bachelor's degree or above, plus PGCE/QTS or other recognised teaching qualification. Post-graduate qualification such as MEd or NPQSL would be an advantage.

Language: English (native level)

Working experience: A minimum of 10 years' working experience in secondary education required.

Management experience (if applicable): A minimum of 3 years' experience' in a leadership role. The ideal candidate will currently be in a Deputy Head role in a comparable leading Premium school environment.

EXPERTISE

- Knowledge of UK education system
- Understanding of international or independent education preferred
- Strong pedagogical knowledge and understanding

PREFERRED APTITUDES

- Innovative, creative, problem-solver
- Strong emotional intelligence
- Strong teamwork spirit

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



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Our People**