



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU



JOB DESCRIPTION(Boarding Master)
HUILI SCHOOL HANGZHOU



ABOUT US

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our 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.

At Huili School, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

BASIC INFORMATION

JOB TITLE

Boarding Master

DEPARTMENT

Academic

SUPERVISOR

Principal, Executive Master

OBJECTIVES

Wellington College Bilingual Hangzhou is seeking an experienced Boarding Master. The Boarding Master works based on the Wellington College philosophy and ethos. The Boarding Master must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The Boarding Master must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

MAIN PURPOSE

To assume responsibility for leading the Boarding House, under the direction of the Head of Pastoral and Deputy Head of Pastoral, and by following the Wellington College curriculum.

KEY RESPONSIBILITIES:

The Boarding Master is accountable to the Executive Master through the Head of Pastoral/Deputy Head of Pastoral. They have responsibility for the academic, pastoral, cultural and spiritual welfare of pupils in the House, for their discipline and moral guidance and for the safety, hygiene and sound maintenance of the House premises. In short, the Boarding master is expected to offer the same level of care and attention that a good parent would.

The Boarding Master is encouraged to enter fully into the life of the school and to develop and share their talents and interests with regard to extracurricular activities.

To assist them, they have a rota team of tutors, Matron and a Housekeeper. It is the Boarding Master's responsibility to deploy their team to ensure proper supervision and care, to motivate them and to check their effectiveness. In particular a Boarding Master should ensure that when they are off the premises, appropriate arrangements have been made with a member of staff to ensure a proper level of supervision, care and risk management.

The Boarding Master is the first point of contact for parents and is the parent figure for the pupils.

Essential Skills

1. Act in loco parentis and therefore be responsible for all aspects of the pastoral welfare of the pupils in the House. This would include aspects of discipline as delegated by the Head of Pastoral in line with school policy and practice and agreed boarding standards.
2. Lead the House team i.e. tutors, matron and housekeeper with regard to organisation of duties and areas of responsibility needed to ensure the efficient management of the House.

- 3. To be actively involved in the Performance management / Appraisal and Continuing Professional Development of the House team (Matron, Housekeepers). The Boarding Master will be expected to develop their own professional skills and qualifications and will be encouraged to complete to develop and extend their knowledge of Boarding School practice through specific training and attending conferences.
- 4. Be responsible for the training and guidance of new members of the pastoral team including gap year students and ensure that an efficient working system of recording daily events and handovers between House staff is practised.
- 5. Communicate with parents as necessary with the assistance of others in the House team. To report in respect of the pastoral development of pupils in the House and to contribute to references when requested by a member of SLT.
- 6. Liaise with teaching staff, Heads of Schools, Counsellor and tutors in monitoring and supporting academic progress of pupils in the House.
- 7. Take appropriate steps to monitor the attendance and conduct of pupils for all meals and their whereabouts through the week.
- 8. Set up a system of mentors for new pupils who join the House.
- 9. Attend relevant meetings such as Pastoral Leadership meetings, case conferences etc.
- 10. Organise and maintain the budget of the Boarding House within the agreed parameters as laid down by the Executive Master.
- 11. To regularly review the Health and Safety requirements of the Boarding House, reporting any concerns or potential hazards to the Head of Pastoral and Bursar.
- 12. Hold regular House pastoral team recorded meetings in order to disseminate information, co-ordinate activities and discuss pupil welfare and progress as appropriate.
- 13. Establish, publish and enforce a set of House rules or conventions designed to safeguard as far as possible the privacy, independence, dignity and right of each pupil in line with school policy and minimum boarding standards.
- 14. Respond to any medical or pastoral emergency as may arise. This will take precedent over other responsibilities.
- 15. Enable social functions/activities for pupils within the House, with the assistance of the pastoral team where appropriate. A weekend programme for those boarders who stay should be published and approved by the Head of Pastoral.
- 16. Maintain a file for every pupil in the House. This should include copies of reports and disciplinary notes as appropriate (this record must comply with published sanctions such as gatings, fines, or suspensions and other offences like smoking, breaking of contracts etc.)
- 17. Maintain a major Sanctions book which is submitted each half term to the Head of Pastoral.
- 18. Be responsible for the confidentiality of information at his/her disposal in line with school policy.
- 19. To be responsible for the confidentiality of information at his/her disposal and the 'need to know' context of this information in line with the school's Safeguarding and Child Protection Policy.
- 20. To be prepared to carry out any new task the Executive Master, Head of Pastoral and Deputy Head of Pastoral may reasonably request after review, consultation and mutual agreement.

College Rules and Standards

1. Apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all students. Also, ensure that students know, understand and follow the College rules.
2. Set high standards with regard to punctuality and to insist on the same from the students. To encourage good time-keeping amongst the students, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.
3. Ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.
4. Maintain smart and professional standards of appearance.

Professional Integrity

1. Be positive and build good relationship with colleagues.
2. Provide cover for absent colleagues as and when deemed necessary by the Deputy Head of Pastoral and the Head of Pastoral.
3. Play a full role in the weekly extra-curricular activities programme as required.
4. Make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
5. Promote an ethos of equality and equal opportunities for all pupils within the setting.
6. Protect privacy of pupils, pupils' families and colleagues.
7. Maintain the highest standards of care, child protection and safeguarding at all times
8. Emphasize the importance of indeed in all areas of the College and the curriculum. Communicate to the students that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon College property.
9. Carry out duties in the College as required and timetabled by the Head of Pastoral.
10. Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the College ethos and values, and is in the best interests of the students.
11. Set high expectations and standards for the achievement of pupils and your personal performance.
12. Contribute as fully as possible to the annual calendar of College events, in whatever way possible.

Professional Development

1. Improve yourself through continuous study and be willing to try new ideas.
2. Be willing to accept others' good ideas and share your opinions.
3. Frequently reflect on your work and share your experience with other colleagues.
4. Attend and participate fully in Wellington College Staff Development and INSET programmes.
5. Attend staff meetings and briefings as and when required.

JOB QUALIFICATIONS

BASIC QUALIFICATION

Education

Bachelor's degree, teaching certificate

Major

Education related

Language

Fluent English required

EXPERIENCE

Working Experience

A minimum of 3 years working experience in related areas

EXPERTISE

- Knowledge of Chinese teaching

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and developments
- Be able to develop curriculum
- Open, proactive, patient and caring
- Proficiency in Microsoft Office
- International and bilingual school working experience is preferred
- Cross-cultural working experience is preferred

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@wellingtoncollege.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.