



WYCOMBE ABBEY SCHOOL
NANJING
威雅·南京

Head of Department (Upper School)

Job Opportunity

Position / Job Head of Department – Upper School

Specification:

Department: Academic

Salary: Wycombe Abbey School's International salary scale applies

Benefits: An excellent international package of benefits including:

- Three-year contract;
- Accommodation in staff accommodation on the school site in Tangshan.
- Annual flight allowance;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with Cigna (China)
- Generous support for personal professional development locally, regionally and internationally

General: Wycombe Abbey School Nanjing (WASNJ) is situated just east of Nanjing city centre at the heart of the Tangshan Thermal Spring area. The site itself comprises two schools, a Lower School and an Upper School, providing exceptional education for students from EY through to Year 13 (Grade 12). The successful candidate will be expected to develop exceptional working relations with the leadership of the Lower School (Grades KG-5/Years EY-6). This is a unique opportunity to gain experience in a start-up school, with WASNJ opening in August 2021.

Wycombe Abbey School Nanjing will be established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of the student body will be Chinese nationals studying a unique programme



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where an internationalised programme complements the Chinese National Curriculum. The students will be taught in both Mandarin and English so that they can graduate from the School with undergraduate levels of both Mandarin and English and thereby flourish at premium universities all around the world.

A Wycombe Abbey education guarantees much more than just academic success. Wycombe Abbey School Nanjing offers boarding to students from G1 through to G12 (Years 2 to 13) with outstanding facilities for learning, innovation and enterprise, performing arts and sport that are the hallmark of all schools in our Wycombe Abbey Schools Group. Students will be prepared for undergraduate life in universities all around the world and for an increasingly international workplace, with close personal attention paid to the development of each student's confidence, resilience, independence and character alongside the development of the collaborative skills required in life beyond school.

Introduction: It will be reviewed at least once a year and it may be subject to modification at any time after consultation with The Head and the Head of Upper School.

Responsibilities: Head of Department – Upper School

- is ultimately responsible to the Head of Upper School under the Line Management of the Assistant Head – Academic;
- is a member of the Middle Management Team with a clear responsibility to demonstrate leadership through example and delegation;
- is responsible for ensuring the excellent academic progress of all students in their subject through the promotion of effective teaching and learning and through ensuring appropriate intervention programmes;
- is responsible for the assurance of quality teaching in the timetabled curriculum lessons, including organising appropriate processes and training to monitor, support and develop this;
- is responsible for generating internal examinations in line with the annual Academic Timetable;



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- is responsible for the timely administration of paperwork relating to external examinations in the subject, working closely with the Director of Examinations;
- is responsible for ensuring the department's appropriate contribution to the Global Citizenship programme;
- is responsible for the integration of technology, internationalism and bilingual learning in the delivery of the curriculum;
- is responsible for ensuring curriculum compliance and dual language is a clear focus within the compulsory curriculum;
- is responsible for ensuring excellent subject collaboration, liaison and cooperation between Prep and Upper Schools;
- is responsible for the line management of the academic department including chairing meetings, performance management, and budget management.

The tasks of the Head of Department (Upper School) are as follows:

Tasks:

1. Teaching

- teach an allocated timetable as agreed with the Head of Upper School and Assistant Head Academic and demonstrate exemplary professional practice in the classroom;
- maintain the School's standards for High Quality teaching and learning.

2. Staff Management

- play a key role in the selection and recruitment of teaching staff within the department;
- in normal circumstances conduct the Performance Management of the teachers in the academic department;
- support members of the department in their professional development, and provide day-to-day advice;
- allocate staffing responsibilities for the timetable.

3. Quality Assurance and Securing Improvement

- conduct mark scrutiny and lesson observations;



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- establish a supportive culture within the department, including the sharing of good practice;
- complete the annual review of departmental results;
- complete and implement the departmental development plan;
- oversee the regular monitoring of all students and the tracking of their academic performance in the subject, liaising with the Assistant Head (Academic) when appropriate;
- ensure that appropriate intervention measures are taken to support academic progress with underperforming pupils.

4. Curriculum and Departmental Handbook

- oversee all schemes of work and decisions regarding courses and examination boards;
- write and annually update the department's handbook and development plan.

5. Marking, assessment and setting

- establish clear assessment criteria at all key stages in line with school policies;
- ensure consistent marking of all internal assessments, tests and internal exams;
- make decisions with regards to setting based on sufficient and accurate data, providing updates to the timetable, and ensuring appropriate communication is maintained with parents.

6. Meetings

- hold regular departmental meetings and send minutes to the Assistant Head (Academic);
- attend the Heads of Department Meetings.

7. Administration

- complete all exam entries, organisation of coursework and controlled assessment for department;
- liaise with the Director of Examinations with regards to all entries and submission of paperwork;
- use the school's MIS to keep accurate departmental records on all students.



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8. Centre of Excellence Programme

- Coordinate and oversee all department 'centre of excellence' activities including e.g. extracurricular visits, subject societies, foreign exchanges and field trips;
- oversee provision is in place to prepare students in the subject for entry to the leading universities in the world.

9. Budget and Infrastructure

- manage the departmental budget, submitting annual budget plans on time and keeping spending within the approved budget;
- maintain all departmental resources and rooms in a state of good order;
- oversee all departmental areas ensuring they are bright, clean and tidy, and promote learning in line with the school's Environment Policy;
- complete the annual departmental Health and Safety check, and take responsibility for day-to-day health and safety issues including the storage of hazardous substances.

10. Wider Professional Responsibilities

- make a positive contribution to the wider life and ethos of the school including the school's Extended School Day and boarding programmes;
- Any other reasonable tasks as directed by the Head, Head of Upper School or the Assistant Head (Academic).

Candidate Profile: The Head of Department – Upper School is expected to:

- be a role model for students and staff in the Upper School;
- be internationally minded;
- possess exceptional stamina and the flexibility to work beyond the constraints of a Job Description;
- be both a team player with clear communication and listening skills and a decisive decision maker with the initiative and energy to implement change in the defined areas of authority;
- have a full working knowledge of the English National Curriculum and



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understand (and some familiarity with) the predominant curriculum in Grades 1 to 9 will be the Chinese National Curriculum;

- have the ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, and Equal Opportunities;
- be skilled in managing meetings allowing an appropriate balance of information and discussion to prevail;
- maintain a high profile and daily presence with colleagues including regular attendance at break in the Staff Common Room;
- maintain close contact with members of the department and establish respectful working relationships with each through close collaboration on decision making;
- be collegiate in style, seeking to take every opportunity to involve teachers in the department in decision making;
- be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;
- take initiative and act with decisive authority in the defined areas of responsibility;
- have strong ICT and data analysis skills;
- have effective mentoring skills;
- maintain up-to-date knowledge of best practice in teaching the subject, national curriculum developments, the details of courses offered by different exam boards, and changes in course requirements.

Child Safeguarding:

Wycombe Abbey School Nanjing is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to

- attend in-house Child Safeguarding programmes;



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- promote and safeguard the welfare of all students in the school;
- report to the Child Protection Officer any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Speak Out (Whistleblowing) Policy;
- keep professional relationships with students where personal boundaries are respected and maintained;
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- International Child Protection Certificate (ICPC) prior to the start of contract.
- formal proof of identity with photo ID (Passport).
- two signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract.
- Verification of original qualifications.

How to Apply:

Applications will only be accepted on the official Wycombe Abbey School Nanjing Application Form, which is available on the WAIS recruitment portal found on the website.

Further Details:

Full details of the school are available on our website at www.waisgc.com

Any queries should be forwarded to The Head's PA, Miss Tang Yi (Iris) (recruitment@waisnj.com).

The City

Nanjing is a thriving city of over 8 million people, the capital city of Jiangsu Province in east China.

Situated in the Lower Yangtze River Valley and part of the Yangtze River Delta economic zone, one of the largest economic zones in China, Nanjing is the second largest commercial centre in that zone, after Shanghai. It is a hub for research, transportation and tourism and, like many major cities in China, the economy also focuses on electronics, automobile, petrochemical, iron and steel production.

One of China's four ancient capitals, Nanjing is one of the few Chinese cities to have truly preserved its cultural heritage. The towering pagodas, well-preserved Ming Dynasty gardens and Confucian temples blend seamlessly with the modern city which continues to develop around them.



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Nanjing is home to many good universities and the highly-regarded Nanjing University was placed in the top five in the Times Higher Education's top five universities in China (2018). Nanjing is second only to Beijing in terms of the percentage of postgraduates living in the city. Perhaps unsurprisingly, it is considered a highly attractive destination for multinational corporations.

Nanjing lies within China's subtropical monsoon climate zone and the weather is mostly subtropical and humid; however, the city does enjoy four distinct seasons: experiencing both extensive sunshine and welcome rainfall. With an average temperature in the summer months of 30°, spring and autumn are the most comfortable seasons, and this is when most people can be found outdoors, enjoying parks, lakes and hiking paths. Successful urban greening programmes have created an ecologically-friendly environment and have developed Nanjing into a comfortable, attractive modern city.

Located at the junction of "The Belt and Road Initiative", Nanjing has a highly-developed infrastructure of transport links. Although roads can be busy, the extensive highway network and convenient public transport options make travel easy. China's high-speed rail network connects Nanjing to most major cities within a few hours (Shanghai in just over an hour and Beijing in just over three). Nanjing Lukou International Airport offers routes to major destinations in China, Asia and around the world.

Although Nanjing is developing quickly, the pace of life remains slower and the people are generally more relaxed than in China's first-tier cities. A truly international community, with a thriving expatriate population of around 20,000 people, Nanjing has the leading brands and creature comforts that you would expect of a large, international city. There are a variety of western and Asian restaurants and bars available across the city and, for day-to-day living, a range of western supermarkets to complement Chinese options. Local hospitals have some English-speaking staff.

The school campus is located in the scenically beautiful Tangshan Hot Spring Resort area, but with excellent access to central Nanjing, Nanjing International Airport and Nanjing high-speed railway station.