



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## POSITION: Deputy Head of Prep School

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### Basic Information

<b>JOB TITLE</b>	Deputy Head of Prep School
<b>DIRECT LINE MANAGER</b>	Head of Prep School
<b>DIRECT AND INDIRECT LINE REPORTS</b>	To be decided according to the expertise of the successful candidate

### Profile and Job Description:

The Deputy Head will inspire pupils and staff through skilled leadership in delivering the strategic objectives of the Prep School and the College; working with colleagues and pupils to attain outstanding academic and pastoral outcomes. The Deputy Head is expected to play a key role in the strategic development of the Prep School and the College and is a key member of the Prep School SMT. The relationship with the Head of Prep is crucial to the success of the school and they must work very closely together to nurture an outstanding culture, strategic direction, and leadership for the Prep School. This post is suitable for a professional with significant experience of leadership within the Prep age range who is passionate and well-informed about all aspects of teaching, learning and displays a drive for self-development. Forming excellent and effective relationships with colleagues will be a key skill required and the successful candidate will be able to demonstrate significant and measurable impact in their current and prior positions. The role will include some teaching at the agreed timetable reduction.

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## General Responsibilities:

- **The post holder should be responsible for:**
  - the coordination and effective delivery of teaching and pastoral care in the Prep School.
  - achieving the highest standards of performance and self-discipline amongst the Prep teaching and non-academic staff.
  - the drawing-up of the Prep academic calendar, in consultation with the relevant members of the SMT and Heads of Department.
  - coordinating reporting to the Academic Sub-Committee and other bodies as necessary on the progress and development of the Prep.
  - design, development, implementation and review of policy documents and strategic plans, in consultation with the Head of Prep School and relevant members of the SMT.
  - assisting the Head of Prep in managing parental concerns and communications, in conjunction with SMT colleagues.
  - supporting Assistant Heads: Heads of phase with disciplinary matters relating to pupils.
  - working with the Admissions department to supervise the admissions process for Prep School.

## Academic Management:

- **The Deputy Head of Prep will:**
    - lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching.
    - support the continued development of good and excellent teaching at Wellington; remaining open to changes in pedagogy whilst embedding best practice as it arises.
    - oversee the process of setting academic targets for pupils and to work towards their achievement.
    - work with the SMT in the monitoring of pupil progress and achievement including planning for and implementing interventions and extension.
    - evaluate pupil progress and achievement in line with Wellington procedures including monitoring achievement with regard to peer schools
    - lead the collection and use of school data internally to support pupil development and externally for a wider group of stakeholders.
    - lead and organise reporting to parents.
    - liaise closely with the Heads of Safeguarding, Pupil Services, SEN and EAL, in the event of individual pupil problems/concerns arising.
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### Leading people, good relationships:

- **The Deputy Head of Prep will:**

- sustain effective, positive working relationships with all staff, pupils, parents, and the local community.
  - possess good communication skills and be willing to adapt to the demands of an international school.
  - be able to provide support and guidance for all members of the Pre and Lower Prep phase in academic and pastoral matters.
  - be able to teach mixed culture and high ability classes using a variety of styles to create appropriate learning opportunities for all students.
  - be familiar with British and international primary curricula and pastoral strategies.
  - coordinate strong links (curriculum and pastoral), with the other phases of the College.
  - assist in the collection and dissemination of information relating to the Pre and Lower Prep phase for use in marketing, information forum and so forth.
  - assist in the development of a positive relationship between other phases of the College and the wider school community through cooperative ventures, publications, competitions and extra-curricular activities.
  - support the enhancement of the reputation and professional standing of Wellington College International Shanghai including through the development of constructive relationships with other schools and external agencies.
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