



杭州市萧山区惠立学校  
HUILI SCHOOL HANGZHOU

## POSITION: Assistant Head of Junior High School

---

### ABOUT US

Huili School Hangzhou provides Students access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire Students to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare Students for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

---

#### Basic Information

JOB TITLE	Assistant Head of Junior High School	DEPARTMENT	Academic
LOCATION	Hangzhou	POSITION TYPE	Full-time
SUPERVISOR	Head of Junior High School		
MAIN PURPOSE			

#### KEY RESPONSIBILITIES:

##### STRATEGIC MATTERS

1. To assist the Head of Junior High School to develop the strategic leadership of the High School.
2. To provide professional leadership and management of teaching and learning throughout the High School in partnership with SMT.
3. To ensure that teaching secures high quality learning for all students and that progress of all students is measured.
4. To promote the culture of academic excellence and pastoral care of the School encapsulated by the Huili values and identities.

##### LEADING PEOPLE THROUGH GOOD RELATIONSHIPS

1. To sustain effective, positive working relationships with all staff, students, parents, external bodies and the local community.
2. To be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
3. To possess good communication skills and be willing to adapt to the demands of a bilingual school.
4. To be able to provide support and guidance for all members of the Junior High School in academic matters.
5. To devise an effective options process for IGCSEs and assist in the transition into 6<sup>th</sup> form.

## **ACADEMIC MANAGEMENT**

1. To work with SMT to deliver a clear vision and education model for an effective Grade 9 and 10 academic programme that ensures future success at IGCSE and beyond.
4. 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.
5. To promote and monitor the continued development of excellent teaching at Huili, remaining open to changes in pedagogy whilst embedding best practice as it arises.
6. To oversee the process of setting academic targets for Junior High School students and work with the academic teams in monitoring student progress and achievement, including planning for and implementing interventions and challenge.
7. 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.
8. To lead the Heads of Department to ensure high standards, consistency and development across Junior High.

## **TEACHING**

1. Fulfil the duties of a part-time subject teacher.

## **FURTHER RESPONSIBILITIES**

1. To assist the Head of Junior High School to achieve the highest standards of performance and self-discipline amongst the Junior High School teaching and non-academic staff.
2. To manage parental concerns and communication, in conjunction with other leadership colleagues.
3. To manage the academic matters relating to students in Grade 9 and 10 within the Junior High School.
4. To assist the Head of Junior High School in the appointment of academic staff.
5. To contribute to and work with the SMT to develop the induction programme for new staff.
6. To work closely with Admissions and Marketing to keep a high standing of the school.
7. Contribute and facilitate parent information sessions and community events to raise awareness and to promote the school.

## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree or above</li> <li>• Native level English or Chinese speaker</li> </ul>
<b>EXPERIENCE</b>	<b>Working Experience</b> <ul style="list-style-type: none"> <li>• A minimum of 6 years working experience</li> <li>• A minimum of 3 years' experience of academic leadership</li> </ul>
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Broad knowledge of the secondary school education system including curriculum design and staff development</li> <li>• An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise</li> <li>• Ability to deliver CPD to staff</li> <li>• Ability to train and line manage middle leaders</li> </ul>
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment</li> <li>• Strong grasp of international best practices in education</li> <li>• Strong passion for education and pleasure in working with young people</li> <li>• Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on data analysis</li> <li>• Personal integrity, accountability and credibility</li> <li>• Strong mindset for continuous improvement to meet or exceed expectations</li> <li>• Commitment to quality and attention to detail</li> <li>• Competence in areas such as IT, budgeting, personnel development and information systems</li> <li>• Experience of working in bilingual schools would be an advantage</li> </ul>
<b>PERSONAL CHARACTERISTICS</b>	Approachable Committed Enthusiastic Positive Organised Resourceful Team player Determined Innovative

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellingtoncollege.cn](mailto: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.*