



WELLINGTON COLLEGE  
TIANJIN

## HEAD OF EARLY YEARS

### Job Description

**POST TITLE: Head of Early Years (pre-Nursery-Year 1)**

**REPORTS: The Master**

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*Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.*

### ABOUT US

Wellington College International Tianjin’s Early Years’ centre (‘the Nest’) provides pupils aged 2-6 years with access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College, within a genuinely bilingual educational programme. Our model draws on the best of the UK’s EYFS and deepens the learning experience of our pupils through the addition of key elements of the Chinese language, culture and history. We aim to prepare pupils for success during and after their time at the College.

Within a culture of shared vision, mutual respect, high academic standards, open communication and a commitment to best practice, the Head of Early Years will form an integral part of a close team determined to develop and evolve in their personal and professional development.

### TIANJIN

China today boasts at least two of the world’s great cities on its mainland – Beijing and Shanghai. While these megacities, with populations well in excess of 20 million people, hog the limelight, so-called ‘second tier’ cities, such as Tianjin provide some light relief from the hectic pace of life. Tianjin may be the largest city most people have never heard of; it is China’s 4<sup>th</sup> largest city, with over 15 million people spread across its main urban centres. It is the former port city for Beijing, providing the capital with its access to the sea and the trade routes across the world.

Any visitor to Beijing or Shanghai cannot have failed to notice the scale of those cities, and with that vast size comes an almost inevitable compromise in terms of traffic jams, higher prices and crowds of tourists and locals alike. Tianjin, by contrast, has a rather less frenetic pace of life. Inhabitants can take long, peaceful walks along the beautiful HaiHe river or mooch around the former European concession areas in WuDaDao. It is a big city, but with the feel of a compact and connected centre – the



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'downtown' areas of shopping, sporting and leisure facilities all sit within a few square kilometres of the CBD. Strolling, jogging or cycling around the city is remarkably easy and affords a chance to see the historic and cultural highlights whilst never being too far from a restorative coffee shop or restaurant.

The city's traditional heart is around the Drum Tower, just a few minutes' walk from the school. Here, arts and crafts' shops rub shoulders with antique dealers and restaurants offering local Tianjin delicacies. Further along the river, and again within easy reach of the school, lie the former concessions, sections of the city which in the 19<sup>th</sup> Century were annexed by the major world powers, including Britain, Germany, the US and Japan. All saw in Tianjin the chance to exploit Chinese trade, and as a result, the city has developed some historic areas which reflect the architecture and ambitions of their former occupiers. A day spent wandering around WuDaDao, or the recently restored Italian concession area, makes for a fascinating journey into the city's past. Venturing outside the city, Tianjin has its own stretch of the Great Wall, which makes for a scenic and peaceful two-hour hike: the crowded Wall sections around Beijing will seem a million mile away once you set foot on the Huangyaguan stretch of this UNESCO World Heritage site.



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## THE ROLE

### OBJECTIVES

- To provide clear strategic direction and leadership to the Nest;
- To ensure the school curriculum is of an excellent quality through regular review and evaluation;
- To monitor the quality of teaching and learning, ensuring the highest standards are in place for all year groups and classes;
- To lead the staff team to support the physical, emotional and social development of every child in the Nest;
- To ensure an orderly, stimulating and motivational culture with a strong sense of school community;
- To ensure the provision of first-class learning through the leadership of the school's performance management process and resources. Ensure high-quality, relevant CPD is available to staff in the Nest;
- To deploy staff and manpower throughout the Nest, including the allocation of cover where necessary;
- To report to the Master on all issues relating to the management and organization of the Nest;
- To market the school through the building of strong links with the Tianjin community;
- To establish a strong understanding of Wellington College, its ethos and traditions.

### KEY RESPONSIBILITIES

#### Leadership

- Work with the Master, the SLT and Nest middle leaders to create and implement the strategic plan which identifies priorities and targets for ensuring that student achieve high standards and make progress, increasing teacher's effectiveness and securing school improvement;
- Support the Master in the management and direction of Wellington College as a whole;
- Lead and support middle leaders and staff in the process of whole school and subject self-review. To mentor middle leaders and specific subject leaders;
- Work with the Master to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context;
- Take responsibility for improving children's eagerness to learn and mitigating the problems they face;
- Setting an exemplary tone for the Nest community (Pupils, parents and staff) and modelling the school's values and ethos;
- Assist the Director of Admissions in the introduction/viewing of the school by prospective parents, including the provision of open days and other parental engagement with the Nest.
- Ensure parental communications are regular, timely and accurate. Provide parents with advice and guidance on the best educational environment and resources for young children;



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- Provide the Master with accurate, up-to-date data on the performance of pupils and staff in the Nest;
- Control budgets and finances within the Nest and offer direction and support to middle leaders, as when aspects of financial responsibility are delegated to them;

### **Educational Attainment and Delivery**

- Create a culture and environment in which young children thrive and thus drive up educational standards and improving outcomes for all;
- Ensure that a modern, 21<sup>st</sup> century bilingual curriculum is delivered through effective learning;
- Embed strong assessment practices which are moderated and reviewed regularly;
- Drive innovation in learning, ensuring that the school is able to respond to a changing external environment and that the skills, understanding and aspiration of the pupils are in line with the school's overall aims and vision;
- Ensure that a premium-quality educational experience is available for all pupils who attend the Nest.

### **Teaching and Learning**

- Establish and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, and high standards of achievement, good behaviour and discipline;
- Provide effective links with the community to extend the curriculum and enhance teaching and learning;
- Maintain an effective partnership with parents to support and improve pupil achievement and personal development;
- Ensure that professional development opportunities for all staff are linked to individual and school needs through performance management and the school development plan;
- Keep an accurate record of staff absence and communicate this to the relevant administrative departments.

### **Partnerships**

- Work in partnership with parents to raise educational standards, promoting lifelong learning, and improving outcomes for all;
- Foster and support the development of the reputation of the school and Wellington College China at all times.

### **Resources and Performance Management**

- Deliver effective operational management for the school within the Nest budget and in accordance with financial probity;
- Implement a performance management framework for the delivery of high-quality services through high quality people performance;
- Work towards, and report on, targets for achievement and operation of the Nest, as well as individual targets as agreed by the Master;
- Set high standards and expectations for personal, pupil, staff and parent conduct at all times;
- Support the Master and SLT in recruiting, managing, developing and motivating a committed,



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effective and diverse workforce that has a clear understanding of the vision of the school and where individuals have individual role clarity enabling and promoting high quality learning;

- Developing strategic approaches to support and monitor positive transformational change across all aspects of school life;
- Ensuring the organisational structure and ways of working support effective education and learning;
- Acting in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.



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**QUALIFICATIONS**

<b>BASIC QUALIFICATIONS</b>	<b>Education</b>	Honours Degree, PGCE/QTS; Master's degree preferred
	<b>Major</b>	Any
	<b>Language</b>	English
<b>EXPERIENCE</b>	<b>Working Experience</b>	A minimum of 10 years working experience in education required
	<b>Management Experience</b>	A minimum of 5 years' experience in leading a school at senior level and large financial budgets
<b>EXPERTISE</b>	Knowledge of UK education system, Understanding of international independent education	
<b>PREFERRED QUALITIES</b>	<b>Globally minded</b>	
	<b>Skill with words</b> Highly fluent and personable communicator; articulate; persuasive	
	<b>Personable</b> Build and develop relationships with a diverse range of stakeholders	
	<b>Intellectual</b> Commercial and educational judgement combined with strong intellect and analytical ability	
	<b>Practical/constructional</b> A 'can do' approach/pragmatic	
	<b>Community-orientated</b> Appreciation and commitment to collegiate life, values and aims of Wellington College and WCC	
	<b>Skill with numbers</b> Financially astute	

*“Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.”*

**ITFCP Statement of Commitment**

*Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Tianjin is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children and young people and*



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*expects all staff and volunteers to share this commitment.*