



杭州市萧山区惠立学校
Hiba Academy Hangzhou
Wellington College Education

Job Description

Head of Primary

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College Education (China), we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College Education (China) (WCEC)

Wellington College Education (China) is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses across four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school opening soon in San Francisco. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged, and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

WCEC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office sets standards and strengthens operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more. It includes support for schools within the organisation and leads new projects in China and beyond, from design and curriculum development to pre-opening. The team plays a vital role across the organisation.

Working for Wellington College Education (China)

WCEC is an inclusive community of unique individuals with passion, integrity, and a commitment to one another. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged, and futures can be shaped together.

We empower our employees to grow with a confidence that inspires our colleagues, creates new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCEC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to develop employees into middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCEC Course Directory](#).

Wellington College Education (China) has been awarded the HR Asia 'Best Companies to Work for in Asia' Award for 6 years running.

School Introduction

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class, modern facility that educates pupils from ages 2 to 18. Our campus is home to three schools, fostering a large and caring community that embraces the diversity of both Eastern and Western cultures. Our schools are aligned with traditional Wellington Values, providing an education grounded in academic excellence, complemented by the best pastoral care and a wide range of co-curricular opportunities.

Our expansive campus covers over 74,000 square metres and hosts a range of custom-built, state-of-the-art facilities. These facilities are meticulously designed to provide pupils with unparalleled academic and co-curricular opportunities. Among these is our modern boarding house, providing comfortable accommodation for nearly 400 pupils. We have a multi-purpose indoor sports hall with spectator gallery, a 400-metre all-weather track and sports field, two swimming pools, basketball courts and a tennis court. In addition, we have a 560-seat grand theatre, dance studios and several libraries.

The Nursery at Hiba Academy Hangzhou (HAH) provides a bilingual Early Years learning environment that develops strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou (WCIH) comprises a Primary and Senior School that offers a uniquely British-style curriculum, delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou (HAH) comprises a Primary and Senior School, bringing together the best of Chinese and British education in a bespoke bilingual learning environment.

Pupils from the Senior Schools study IGCSE courses, which are globally renowned for their quality, rigour and reliability. The Sixth Form programme then offers a comprehensive A Level programme, the Extended Project Qualification, and individual career guidance, resulting in a strong pathway to the best universities in the UK, the USA and worldwide.

This approach ensures that our well-rounded pupils are fully prepared for admission to the world's leading universities, leaving Wellington College Hangzhou equipped with the 21st-century skills essential for the future.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2024



Generous salary and benefits

Role Description

JOB TITLE

Head of Primary

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Vice Principal of Primary Schools

OBJECTIVES

The Hiba Head of Primary will inspire pupils and staff through their leadership in delivering the strategic objectives of the school. They are expected to play a key role in the strategic development of the Primary and will work with colleagues and pupils to support outstanding outcomes academically, pastorally and professionally. They will be responsible for the day-to-day running of the primary school. The postholder will engage with pupils, staff, parents and governors.

The Hiba Head of Primary is expected to play a key role in the strategic development of the school, supporting the Vice Principal of Primary Schools in this aim. The role will include maintaining a high profile throughout the school community, fostering key strategies and strong relationships to promote excellence, and working with the Vice Principal of Primary Schools and staff to sustain and enhance the standing of the school.

The Hiba Head of Primary will work collaboratively with the Wellington Head of Primary to ensure consistency and sharing of best practice in all areas of school life.

RESPONSIBILITIES

Strategic Leadership

- Assist the Vice Principal of Primary Schools in the development of the strategic direction of the school and provide professional leadership and management of School Development Plan priorities.
- Support the Vice Principal of Primary Schools in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. Demonstrate the vision and values of the school in everyday work and practice, motivating and working with others to create an integrated school culture and positive climate.
- Together with the SMT of Primary, provide and develop positive solutions to achieve diversity, dignity and equality in all aspects of delivery and engagement with the broader community.
- Support the Vice Principal of Primary Schools to act in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.
- Drive innovation in education, ensuring that the school can respond to a changing external environment and that the skills, learning and aspirations of pupils are developed and enhanced.
- Develop strategic approaches to support and monitor positive transformational change across all aspects of school life.
- Operate a risk management strategy including all aspects of Health and Safety provision.
- Ensure that the physical resources of the school are utilised as effectively and efficiently as possible.
- Play a key role in formulating the aims and objectives of the primary school.
- Line manage the SMT of Primary and cross-school senior leaders as needed.
- Work with the Vice Principal of Primary School to create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Undertake the professional duties of the Hiba Head of Primary as reasonably delegated and requested by the Vice Principal of Primary School.

Leading Teaching and Learning in Primary

- Provide professional leadership and management of teaching and learning throughout the Primary School.
- Create a culture and environment in the primary school in which young people thrive and thus drive up educational standards and improve outcomes for all.
- Establish a vision and education model for delivering an effective bilingual curriculum incorporating the relevant mandatory elements of the Chinese curriculum, supplemented by best practice in international education.

- Ensure the primary school curriculum is of excellent quality and appropriate accreditation is sought and maintained.
- Lead on developing and reviewing the framework of the curriculum, including assessment structures and pastoral systems to ensure continuity and progression throughout the school.
- Support the continued development of excellent teaching at Hiba Primary, remaining open to changes in pedagogy whilst embedding best practice as they arise.
- Oversee the process of setting academic targets for Primary pupils and work towards their achievement.
- Work with the academic teams in monitoring pupil progress and achievement, including planning for and implementing interventions and extensions.
- Assist with the collection and use of school data (where appropriate) internally to support pupil development and externally for a wider group of stakeholders, including governors.
- Ensure systems are established and maintained to support the physical, emotional and social development of the individual pupil.
- Be familiar with a range of primary curriculums, including IPC and PYP, the English National Curriculum or the Chinese National Curriculum.

Leading and Managing Primary Staff

- Recruit, manage, develop and motivate a committed, effective and diverse workforce that has a clear understanding of the vision of the school and where individuals have personal role clarity enabling and promoting high-quality learning.
- Direct the SMT of Primary to create and implement the strategic plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teacher's effectiveness and securing school improvement.
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and objective setting through the performance management for teachers, participate as a performance reviewer.
- Ensure that professional development opportunities for all staff are linked to individual and school needs through performance management and the school development plan.
- Develop those around them through appropriate distributed leadership and encouragement of agency wherever possible.
- Direct deployment of staffing and manpower throughout the primary school.

Primary Daily Operation

- Design, develop, implement and review all Primary policies and strategic plans in consultation with the relevant members of the SMT of Primary.
- Devise an effective transition programme between phases in primary school.
- Work in partnership with parents to raise educational standards, promote lifelong learning, and improve outcomes for all. Manage parental concerns and communications.

- Manage serious disciplinary matters relating to staff and pupils within the Primary School.
- Draw up the Primary academic calendar, in consultation with the relevant members of the SMT.
- Ensure that the primary school curriculum and timetable are suitable for the school's standards of teaching and learning and are implemented and communicated effectively.
- Ensure all WCC safeguarding requirements are met.
- Control budgets and finances within the Primary school and offer direction and support to subject leaders when aspects of financial responsibility are delegated to them.
- Collect and disseminate all information relating to the Primary for use in marketing, information forums and so forth.
- Work closely with the Admissions and Marketing departments to develop effective and innovative forms of pupil recruitment and retention.

Partnership

- Sustain effective, positive working relationships with all staff, pupils, parents and the local community.
- Coordinate strong links with the Hiba Senior School to devise an effective transition programme into Senior School from the Primary.
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school targets for improvement.
- To oversee parent-staff communications and become involved in such communications as and when required.
- Build the school's profile and impact within the wider community.

BASIC QUALIFICATION

Education: Bachelor's degree or above, PGCE/QTS, NPQH would be an advantage

Language: Native English speaker

Working experience: A minimum of 10 years of working experience in education required

Management experience: Previous Head of School experience is essential; Experience of working at a senior level in the UK is desirable; Experience of working in a school with bilingual children

EXPERTISE

- Broad knowledge of the primary school education system including curriculum design and staff development
- An appreciation of bilingual education approaches and models, or the desire to develop appreciation and expertise
- Strong pedagogical knowledge and understanding
- Extensive expertise in the Primary phase; knowledge of secondary and/or early years including transition an advantage

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment
- Strong grasp of international best practices in education
- Strong passion for education and pleasure in working with young people
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on analysis
- Personal integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations
- Commitment to quality and attention to detail
- Demonstrate competence in areas such as IT, budgeting, personnel development and information systems
- Experience of working in bilingual schools would also be an advantage

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management.

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.
