



威雅·杭州
WAS Hangzhou

JOB DESCRIPTION

Position Specification: Executive Head of Lower School

Line Manager: Executive Headmaster

Department: Lower School

Location: Xiaoshan District, Hangzhou, China

General: The Wycombe Abbey School Hangzhou (WASHZ) campus is comprised of three schools, a Lower School, an Upper School, and a Kindergarten, providing exceptional education for students from Early Years through to Grade 12 (3-18 year olds). Heads of Department are expected to develop exceptional working relations with the leadership of all Schools. WASHZ opened in August 2021, offering an exceptional opportunity for the post holder to contribute to the growth and development of a dynamic start-up school.

WASHZ was established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of our student body consists of Chinese nationals studying a distinctive curriculum that seamlessly combines elements of international education with the Chinese National Curriculum. Our students are taught in both Mandarin and English ensuring proficiency in both languages, equipping them to excel in prestigious universities worldwide.

At Wycombe Abbey Schools, we believe in education that goes beyond just academic achievements.. WASHZ offers boarding facilities for students from Grade 1 to Grade 12, providing exceptional resources for learning, innovation, entrepreneurship, performing arts, and athletics – a hallmark of all schools within our Wycombe Abbey Schools Group. Our mission is to prepare students not only for higher education at global universities but also for the increasingly international landscape of the professional world. We place a strong emphasis on nurturing each student's confidence, resilience, independence, and character development, all while fostering collaborative skills that are indispensable in life beyond the classroom.

Introduction: Education is an ever-changing service and all staff are expected to actively engage in school activities and maintain a flexible approach to their responsibilities. While we have made every effort to outline the primary duties and obligations of this position, it's important to note that individual tasks may evolve beyond what is explicitly stated. The post holder is expected to be receptive to reasonable requests from their line manager to undertake tasks of a similar level that may not be explicitly mentioned in this job description.



Please be aware that this job description is subject to potential revisions, which may occur following discussions between the line manager and the staff member. It will also undergo an annual review during the appraisal process, and adjustments may be made in response to the evolving needs of WASHZ.

Responsibilities:

Reporting to and supporting the Executive Head of Wycombe Abbey School Hangzhou, the Executive Head of Lower School is responsible for ensuring that the Lower School Section of the School operates smoothly, professionally and in the best interests of the children who are enrolled as students in the School and their parents.

Specific responsibilities are outlined below:

ACADEMIC

The Executive Head of Lower School must:

- Ensure that expectations of highly professional academic teaching and learning are clearly communicated and met.
- Ensure that students make excellent progress in their learning in all subject areas and achieve excellent results in internal assessments.
- Ensure that students are encouraged to develop genuine intellectual curiosity, a life-long love of learning and real enthusiasm to explore the world and to contribute to society.
- Ensure that students are well-prepared for the next stage of their educational journey and for life beyond the school.
- Build a strong relationship and liaise closely with Senior Leaders and others among the Chinese academic staff who have specific responsibility for the Lower School section of the School.

PASTORAL

The Executive Head of Lower School must:

- Ensure that students are fully supported by their teachers and by the pastoral staff who are entrusted with their welfare, so that they are nurtured compassionately, professionally and effectively and consequently develop into confident, happy, well-balanced and resilient adults.
- Ensure that expectations of high standards of behaviour are clearly communicated to all students, so that they learn to treat others with respect, compassion, kindness and tolerance and contribute positively to the Wycombe Abbey School community.
- Ensure that the health and safety of the students in their care remains the highest priority of all staff, at all times.

EXTRA-CURRICULAR

The Executive Head of Lower School must:

- Ensure that a broad range of extra-curricular activities, including sports, art, drama and music is provided to the students and delivered professionally and effectively.
- Ensure that all students are encouraged to participate in a variety of extra-curricular activities so that they can develop their physical, mental, creative, cultural, interpersonal



and communications skills, build self-confidence en route to becoming fully rounded adults and discover new interests and talents beyond the classroom.

BOARDING

The Executive Head of Lower School must:

- Ensure that staff responsible for the care of Lower School students' life in the boarding houses approach their work responsibly, enthusiastically and professionally, so that their houses become safe, happy, well-disciplined and successful communities within the larger community of the School.

MANAGERIAL

The Executive Head of Lower School must:

- Build a strong team of dedicated, enthusiastic and collaborative leaders and teachers, who work well together in delivering high-quality education to the students in their care.
- Ensure that performance appraisals of all staff in the Lower School section of the School are conducted according to schedule, discuss and act on their professional development needs, recognise good performers appropriately, counsel those whose performance is unsatisfactory and take action where necessary to ensure consistent good performance across the whole team.

ADMINISTRATIVE

The Executive Head of Lower School must:

- Ensure that detailed records are kept of leadership team meetings, HODs' meetings, internal assessment results, staff and pupil disciplinary and health and safety incidents and other matters of a routine and non-routine nature as appropriate.

PROMOTIONAL

The Executive Head of Lower School must:

- Support the Head and the Regional and School Marketing and Admissions teams to promote the School and Wycombe Abbey Schools Group to prospective parents, government authorities and investors.

FINANCIAL

The Executive Head of Lower School must:

- Help to prepare the annual budget for the Lower School Section of the School, bearing in mind the need to control costs carefully and invest in resources wisely.

OPERATIONAL

The Executive Head of Lower School must:

- Help to ensure that the Lower School Section of the School runs smoothly, with facilities, venues and equipment operating appropriately.

Candidate Profile:

- Your professional profile is defined by integrity, clear and open communication, high standards, and an understanding of the needs and interests of pupils, parents and staff.
- Your personal profile enables you to act as an ambassador for the school. You have excellent verbal and written communication skills, and relate positively to pupils, staff and parents, inspiring them with confidence in the school.



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- You have the ability to analyse problems, reach sound conclusions and resolve issues effectively. You have a proven capacity to respond to changing needs, and to translate vision into practical reality. You have a strong commitment to quality and sharing best practices in learning and teaching.
- You have a good understanding of, and interest in developing academic best practices in the context of a secondary, cross-cultural institution.
- You have a working knowledge and understanding of departmental planning and reporting. You have a higher-level understanding of and experience using information and communication technology to enhance teaching and learning.
- You have an interest in and willingness to engage Chinese contemporary culture. You enjoy working under pressure in a fast pace environment. You are optimistic, resilient, and have a well-developed sense of proportion and humour.

Child Safeguarding:

WAS 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.
- Promote and safeguard the welfare of all students in the school.
- Report to School's Designated Safeguarding Lead 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 Whistleblowing Policy.
- Keep professional relationships with students where personal boundaries are respected and maintained.
- Seek advice from a Line Manager or School's Designated Safeguarding Lead with issues or concerns related to Child Safeguarding.
- Ensure vendors, suppliers and visitors adhere to safeguarding guidelines, especially if they have access to the school premises or interact with students, to maintain a secure and protected environment.

Requirements:

- Obtain the International Child Protection Certificate (ICPC) or Chinese Non-Criminal Record prior to the start of contract.
- Formal proof of identity with photo ID.
- Two signed confidential references (of which, one must be the candidate's current supervisor) before the start of contract.
- Verification of original qualifications.

How to Apply:

Applications will only be accepted on the official WASHZ Application Form, which is available on the WAIS recruitment portal found on the website via: <http://recruit.waisgc.com/>.

Further Details:

Full details of our school are available at www.waisgc.com.
Any queries should be forwarded to the Head of HR: Ms. Euroda Wan (careers@waishz.com).