



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

# Job Description

## Assistant Head of Primary

### ABOUT US

#### **We are Learners, Connectors and Changemakers**

At Wellington College 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 China (WCC)**

Wellington College 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 in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

**Kindness Responsibility Respect Courage Integrity**

## **School introduction**

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, beginning in Hiba Academy Hangzhou (Nursery) with the English Early Years Foundation Stage (EYFS) merged with the Chinese Ministry of Education guidelines.

In Primary School and Senior School, we follow the Chinese national curriculum, complemented by a wide range of international teaching resources and materials, and taught within a bilingual learning environment. As our pupils progress to higher grades, they will study IGCSE followed by A Levels in our Sixth Form.

Hiba Academy Hangzhou uses the unique Wellington approach to holistic education encapsulated in our five core Hiba Values: Courage, Respect, Integrity, Kindness and Responsibility. These values instil the defining characteristics of the Hiba Identity: Intellectual, Independent, Inspired, Individual and Inclusive.

This approach ensures our well-rounded pupils are fully prepared for acceptance into the best universities worldwide, leaving Wellington College Hangzhou equipped with the 21st-century skills essential for the future.

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 accommodations 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.

At Hiba School Hangzhou, we are dedicated to nurturing young minds, fostering independence and wholeheartedly embracing diversity.

## Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. 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, opens 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 WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2023.



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 2020-2023



Generous salary and benefits

# Role Description

## JOB TITLE

Assistant Head of Primary

## DEPARTMENT

Academic

## LOCATION

Hangzhou

## LINE MANAGEMENT

Head of Primary

## GENERAL RESPONSIBILITIES

- The Assistant Head of Primary is to take a central role in assisting the Head of Primary to develop our school in accordance with its shared values and our school development plans.
- The Assistant Head of Primary is experienced across the primary age range, an experienced curriculum and team leader, a leader in teaching and learning, a leader of a core subject and a key person in curriculum development.
- The Assistant Head will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head of School and Deputy Head in actively and demonstrably promoting enrichment, entitlement, and achievement through building and implementing agreed school policies.
- The Assistant Head will lead by example of their practice, and by positively encouraging and supporting all members of staff.

## SPECIFIC RESPONSIBILITIES


- The Assistant Head of Primary will be expected to model teaching and learning in classrooms with some teaching responsibilities. They will teach classes to model good practice, develop relationships, support training and development and ensure Quality First Teaching and secure the smooth running of the school.
- The Assistant Head of Primary will lead by example of their practice, and by positively encouraging and supporting all members of staff. They will ensure that the school offers a high-quality, exciting, engaging, well-resourced, differentiated and well-matched curriculum for all children.

## LEADERSHIP AND MANAGEMENT

- Have responsibilities in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors, and visitors.
- Work in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate.
- Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Work on the school's achievement reviews and target-setting processes by taking a major role in assessment and actively supporting and securing the school's success in international benchmarking tests, internal assessments including those at the end of each key stage.
- Support the Head of Primary to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
- Assist in the line management of classroom-based personnel including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high-quality interventions and support for children's progress, achievement, well-being and good behaviour.
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
- Assist in the line management of classroom-based personnel to ensure the provision of high-quality interventions and support for children's progress, achievement, wellbeing and good behaviour.



## TEACHING AND LEARNING

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- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
  - Have an excellent track record of teaching across the Primary age range and be able to model this to colleagues, have experience of observing colleagues, giving effective feedback and implementing effective development plans that demonstrate positive impact.
  - Ensure that learning is at the centre of strategic planning and resource management. Promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and support self-evaluation for teaching and learning staff.
  - Support the creation of responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others.
  - Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across primary. This will include agreeing and articulating high expectations and setting stretching targets for the whole community for all pupils.
  - Ensure the effectiveness of teaching and learning including teachers' planning, monitoring planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise, and planning next steps and future actions.
  - Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

## STRENGTHENING COMMUNITY

- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' learning and achievement.
- Contribute to the development of the school as a community within the community; strengthening partnerships with families, our local and wider community, other schools.
- Contribute to the development of the school by promoting innovation.
- Contribute to policies and practices which promote child protection and safeguarding.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Any other duties that the Head of Primary may from time to time ask the post-holder to perform.
- To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.

## **PERSON SPECIFICATION FOR THE ASSISTANT HEAD OF PRIMARY**

### **EXPERIENCE**

- Significant experience of working as a key curriculum leader in a primary school.
- Evidence of being an excellent classroom practitioner in a primary school.
- Evidence of improving pupil progress and outcomes
- Experience of implementation/development plans that demonstrate impact.
- Experience of data tracking and analysis.
- Experience of working with children across the primary age range.
- Experience of being a performance manager.
- Experience of delivering training for others.
- Experience observing and feeding back to teaching and support staff.

### **QUALIFICATIONS OR TRAINING**

- Qualified teacher status
- Recent, relevant in-service training preferred - particularly in relation to teaching and learning and assessment and in relation to leadership and management  
e.g.NPQSL/Senior leader training.

### **SKILLS**

- Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour.
- Able to work as part of the senior leadership team and take responsibility.
- Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals, and colleagues.
- Excellent written and verbal communication and able to help the school raise standards of achievement.

- Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos.
- Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps (e.g. Lesson Observations, work samples...)
- Confident in use of ICT as a teaching, learning, communication and administrative tool
- Able to multi-task and to effectively manage a wide and extensive portfolio.
- Be pro-active, innovative and resilient.
- Keep up to date with new educational trends.

### **PERSONAL QUALITIES & ATTRIBUTES**

- Display school values on a day-to-day basis.
- Lead with integrity.
- Creative, warm, engaging, transparent and intelligent.
- Well organised, calm and very positive, confident and assuring.
- Able to quickly engage and build appropriate relationships with children.
- High levels of emotional literacy.
- Able to lead, encourage, inspire, and motivate staff.
- Dependable and reliable, with an excellent record of attendance.
- Willing to go the extra mile, have high levels of stamina, energy and determination.
- Effective team leader/member and a model of professionalism.
- Flexible, able to respond quickly to changes and think on your feet.

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.

**Be You.**  
**Be The Difference**