WYCOMBE ABBEY SCHOOL
NANJING
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Boarding Housemistress

Job Opportunity

Position / Job Specification:	Housemistress (Hm)
:Department:	Academic
Salary:	Wycombe Abbey School's International salary scale applies
Benefits:	An excellent international package of benefits including: • Three-year contract; • Accommodation in staff accommodation on the school site in Tangshan. • Annual flight allowance; • Relocation allowance at the beginning and end of employment; • Medical insurance with Cigna (China) • Generous support for personal professional development locally, regionally and internationally
General:	Wycombe Abbey School Nanjing (WASNJ) is situated just east of Nanjing city centre at the heart of the Tangshan Thermal Spring area. The site itself comprises two schools, a Lower School and an Upper School, providing exceptional education for students from EY through to Year 13 (Grade 12). The Assistant Head (Academic) will have the opportunity to be a part of the Upper School Senior Management team (USSMT), with a focus on the Upper School, including Grades 6 to 12 (Years 7 to 13), and to deputise for the Head of Upper School when appropriate. The successful candidate will be expected to develop exceptional working relations with the leadership of the Lower School (Grades KG-5/Years EY-6). This is a unique opportunity to gain experience in a start-up school, with WASNJ opening in August 2021.

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Wycombe Abbey School Nanjing will be established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of the student body will be Chinese nationals studying a unique programme where an internationalised programme complements the Chinese National Curriculum. The students will be taught in both Mandarin and English so that they can graduate from the School with undergraduate levels of both Mandarin and English and thereby flourish at premium universities all around the world.

A Wycombe Abbey education guarantees much more than just academic success. Wycombe Abbey School Nanjing offers boarding to students from G1 through to G12 (Years 2 to 13) with outstanding facilities for learning, innovation and enterprise, performing arts and sport that are the hallmark of all schools in our Wycombe Abbey Schools Group. Students will be prepared for undergraduate life in universities all around the world and for an increasingly international workplace, with close personal attention paid to the development of each student's confidence, resilience, independence and character alongside the development of the collaborative skills required in life beyond school.

Introduction:

The position of a Housemistress will appeal to a colleague with a clear focus on the pastoral well-being of the students within our school community and who may have ambitions of becoming a senior school leader in the future. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with The Head and the Deputy Head Pastoral.

Purpose:

To develop a cohesive, purposeful and proud 'House' which consists of students and tutors. To continue to build on House identity and spirit in all aspects of day to day running of a pastoral House as well as in House events. To assist the Heads of School in maintaining a coherent and collaborative group of House tutors. To support the Deputy Head Pastoral in evaluating, coordinating and developing the pastoral care and academic monitoring of students within the House along with the Heads of Department, Whole School Directors, student counsellor, staff, governors and parents.

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Responsibilities and Tasks: Boarding Housemistress

The responsibilities and tasks of the Housemistress (Hm) are as follows:

Coordinate and appraise all House tutors to ensure high standards of pastoral care is afforded to each student within the House and to support the WASNJ way of close personal tutoring.

Use the House based tracking system within the House and to work closely with your team of tutors to implement timely interventions for individual students which incorporates pastoral considerations so that it can be used by the Heads of Department / Year Group Leaders and teachers to raise standards of academic achievement of students within the House.

Monitor communication between departments, parents, tutors and students to ensure effective and efficient pastoral care and assist in any parental consultation with teachers and tutors as required to ensure the needs of each individual student within the House is met and the delivery of pastoral care is consistently of high standard.

In coordination with the specialist staff and other Hms contribute to the development of the student Personal Development (PD) in order to deliver a coherent and relevant PD programme to all members of the House which will help in equipping the students with the skills necessary to contribute as leaders of the future.

Liaise with other Hms to ensure consistency of pastoral care through the House system across the phases and to embed a secure transition process for all students moving from the Prep phase to the US phase, which includes an open communication of this transition process with parents.

To work closely with the Senior Prefects and School Council members to monitor and encourage positive development of leadership skills and to ensure that school events are well supported by members of the Sixth Form.

Assist tutors in the process of student Option Choices, University advice and Leadership and Service Activities choices in coordination with the Assistant Head Academic and Director of ECAs to ensure all students within the House are making wise choices that support WASNJ values and aims of allowing every child to excel.

Work with the House tutor team in ensuring a consistent approach to developing House identity and to encourage student participation in both House based and school wide events.

Is responsible for the health, academic, social and pastoral welfare of each pupil in their care and will seek to encourage and inspire the members of the House not only to achieve excellence in academic and extra-curricular activities, but also to develop their social skills by living harmoniously with others. In short, s/he will help pupils to grow into confident, mature, happy and successful young people.

In coordination with the Assistant Hm and Matron, the Boarding Hm is responsible for the smooth running, ethos and general discipline of the boarding house and compliance with school rules. Serious breaches of school rules must be referred to the Deputy Head Pastoral, and other senior leaders as appropriate.

Is responsible for the appointment and supervision of the House Matron. This includes ensuring that there are adequate opportunities for pupils to obtain primary medical and first aid attention; that ill pupils are well cared for; and that referrals and transfers to hospital and the doctors run smoothly.

Working in coordination with AHm and Matron, will ensure that there is a responsible adult in the boarding house at all times. The Boarding Hm is responsible for producing the duty rota and for ensuring that pupils know who is on duty at any one time.

All Housemasters / Housemistress' will be a member of the academic team and therefore will be expected to teach lessons and take part in the sport and co-curricular activities programme to an allocation agreed with the Deputy Head Pastoral and the appropriate Head of School.

Other Key Aspects of the Role:

Pastoral

- Managing disciplinary, reward and support procedures within the boarding house.
- Managing information related to student well-being (e.g. evidence of emotional and social distress) and devising appropriate responses.
- Establishing positive and supportive relationships with students and parents.
- Inducting new pupils into the House and meeting with parents.
- Liaising with Support Services, School Counsellor and Outside Agencies, as appropriate.
- Convening, setting the agenda and chairing House tutor meetings.
- Leading House Assemblies.
- Overseeing student records.
- Organising House-based initiatives and events.
- Managing House Charity events and links with the House Charity.

Academic

- Co-ordination of procedures related to monitoring academic performance and in conjunction with the Assistant Heads, Heads of School and House Tutors.
- Monitoring homework timetable and homework patterns.
- Monitoring student progress to identify strengths and weaknesses and implement appropriate action where necessary.
- Implementing and tracking student support strategies for students with academic and pastoral needs
- Using assessment data to evaluate student academic performance and set targets.
- Writing, as requested, student references and student reports.
- Monitoring student attendance within the House.

Candidate Profile: The Housemistress is expected to:

- be a role model for students and staff;
- be internationally minded;

- possess exceptional stamina and the flexibility to work beyond the constraints of a Job Description;
- be both a team player with clear communication and listening skills and a decisive decision maker with the initiative and energy to implement change in the defined areas of authority;
- have a full working knowledge of the British Boarding Standards (BSA) and an ability and aspiration to attain high standards;
- have the ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, and Equal Opportunities;
- be skilled in managing meetings allowing an appropriate balance of information and discussion to prevail;
- maintain a high profile and daily presence with colleagues including regular attendance at break in the Staff Common Room;
- maintain close contact with members of the House and establish respectful working relationships with each through close collaboration on decision making;
- be collegiate in style, seeking to take every opportunity to involve teachers in the department in decision making;
- be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
- demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;
- take initiative and act with decisive authority in the defined areas of responsibility;
- have strong ICT and data analysis skills;
- have effective mentoring skills;
- maintain up-to-date knowledge of best practice in the pastoral provision within the school.

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Child Safeguarding: Wycombe Abbey School Nanjing 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 the Child Protection Officer 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 Speak Out (Whistleblowing) Policy;
- keep professional relationships with students where personal boundaries are respected and maintained;
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.

Requirements:

- International Child Protection Certificate (ICPC) prior to the start of contract.
- formal proof of identity with photo ID (Passport).
- two signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract.
- Verification of original qualifications.

How to Apply: Applications will only be accepted on the official Wycombe Abbey School Nanjing Application Form, which is available on the WAIS recruitment portal found on the website.

Further Details: Full details of the school are available on our website at www.waisgc.com

Any queries should be forwarded to The Head's PA, Miss Tang Yi (Iris) (recruitment@waisnj.com).

The City Nanjing is a thriving city of over 8 million people, the capital city of Jiangsu Province in east China.

Situated in the Lower Yangtze River Valley and part of the Yangtze River Delta economic zone, one of the largest economic zones in China, Nanjing is the second largest commercial centre in that zone, after Shanghai. It is a hub for research, transportation and tourism and, like many major cities in China, the economy also focuses on electronics, automobile, petrochemical, iron and steel production.

One of China's four ancient capitals, Nanjing is one of the few Chinese cities to have truly preserved its cultural heritage. The towering pagodas, well-preserved Ming Dynasty gardens and Confucian temples blend seamlessly with the modern city which continues to develop around them.

Nanjing is home to many good universities and the highly-regarded Nanjing University was placed in the top five in the Times Higher Education's top five universities in China (2018). Nanjing is second only to Beijing in terms of the percentage of postgraduates living in the city. Perhaps unsurprisingly, it is considered a highly attractive destination for multinational corporations.

Nanjing lies within China's subtropical monsoon climate zone and the weather is mostly subtropical and humid; however, the city does enjoy four distinct seasons: experiencing both extensive sunshine and welcome rainfall. With an average temperature in the summer months of 30°, spring and autumn are the most comfortable seasons, and this is when most people can be found outdoors, enjoying parks, lakes and hiking paths. Successful urban greening programmes have created an ecologically-friendly environment and have developed Nanjing into a comfortable, attractive modern city.

Located at the junction of "The Belt and Road Initiative", Nanjing has a highly-developed infrastructure of transport links. Although roads can be busy, the extensive highway network and convenient public transport options make travel easy. China's high-speed rail network connects Nanjing to most major cities within a few hours (Shanghai in just over an hour and Beijing in just over three). Nanjing Lukou International Airport offers routes to major destinations in China, Asia and around the world.

Although Nanjing is developing quickly, the pace of life remains slower and the people are generally more relaxed than in China’s first-tier cities. A truly international community, with a thriving expatriate population of around 20,000 people, Nanjing has the leading brands and creature comforts that you would expect of a large, international city. There are a variety of western and Asian restaurants and bars available across the city and, for day-to-day living, a range of western supermarkets to complement Chinese options. Local hospitals have some English-speaking staff.

The school campus is located in the scenically beautiful Tangshan Hot Spring Resort area, but with excellent access to central Nanjing, Nanjing International Airport and

Nanjing high-speed railway station.