



WELLINGTON
COLLEGE
EDUCATION

Job Description

Employee Engagement Manager

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 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

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.

WCEC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more. It provides support for schools within the organisation while leading new projects in China and beyond, from the design to 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 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 WCEC 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 [Course Directory 2025-26.pdf](#).

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



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



Personalised professional development pathways



Named one of HR Asia's 'Best Companies to Work for in Asia' 2020-2025



Generous salary and benefits

Role Description

JOB TITLE

Employee Engagement Manager

DEPARTMENT

HR

LOCATION

Shanghai

SUPERVISOR

Head of HR

OBJECTIVES

The objective of the Employee Engagement Manager at Wellington College International Shanghai is to oversee and enhance the College's appraisal and performance management processes and maintain positive employee relations. This role involves ensuring that performance systems are effectively integrated with the school's strategic goals, to sustain a high-performance culture. In addition, the incumbent will be responsible for managing employee relations to promote a harmonious and productive workplace.

KEY RESPONSIBILITIES

Performance Management:

1. Act as the primary HR contact for the group-led performance appraisal system project, communicating school requirements, overseeing the formal launch, and ensuring a smooth transition to operational use.
2. Facilitate the annual performance appraisal process and conduct quality checks to ensure alignment with educational goals and group standards.
3. Guide and support leadership and staff in setting objectives, providing feedback, and conducting annual reviews.
4. Oversee the identification of high-potential staff and ensure their development through tailored training and succession planning.
5. Ensure consistent, transparent, and equitable application of performance management processes across all departments.
6. Collaborate with the HR team to integrate performance management with talent acquisition, development, and retention strategies.
7. Develop and monitor improvement plans for low-performing employees, with clear goals and timelines.
8. Support managers in conducting follow-up meetings with low-performing staff to track progress and provide feedback.
9. Manage the contract renewal process for both Academic and Non-academic teams.

Employee Relations and Engagement:

10. Serve as the main point of contact for employee relations, addressing and resolving workplace issues promptly and effectively.
11. Foster positive employee relations by designing and implementing programs that encourage open communication and constructive feedback.
12. Conduct investigations and handle complex employee relations matters, including grievances, disciplinary actions, and terminations, in accordance with group policy.
13. Lead the annual staff engagement survey, ensuring high participation, analyzing results, and deriving actionable insights.

14. Develop and implement follow-up action plans with stakeholders, track progress, and report on impact.

15. Promote a continuous feedback culture through focus groups and initiatives to enhance ongoing employee engagement.

16. Champion a workplace culture aligned with Wellington's values: Kindness, Responsibility, Respect, Courage, and Integrity.

17. Advise management on best practices for maintaining a supportive, inclusive, and diverse work environment.

18. Perform any other duties commensurate with the role.

PERSON SPECIFICATION:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- 5–7 years of HR experience with expertise in performance management and employee relations, ideally in an international educational or multinational setting.
- Solid understanding of local employment laws and HR best practices.
- Strong interpersonal skills, with discretion and tact in handling sensitive matters.
- A collaborative team player.
- Experience designing and facilitating training programs in performance management and employee engagement.
- Strategic thinker with excellent organizational skills, capable of both hands-on execution and providing leadership and direction.
- Exceptional written and verbal communication skills, able to convey complex information clearly and persuasively.
- Strong analytical skills and proficiency with data visualization tools.
- Ability to translate data insights into practical, impactful actions.
- Proficient in oral and written English.



As an employer of choice, Wellington College Education (China) is committed to making professional learning and personal development central to its ethos and approach. WCEC 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