



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Director of Sports

### 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 (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong.

**Kindness Responsibility Respect Courage Integrity**

Wellington College international schools teach a curriculum based on the English national curriculum, while bilingual schools combine the best of the British and Chinese education systems for pupils aged 2–18.

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, approximately 40% of whom are expatriates, with the majority being from the UK. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

### **School introduction**

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 – 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Hiba Academy Hangzhou (Nursery) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of Primary and Senior Schools offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou is comprised of Primary and Junior High Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior School and Junior High study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

### **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, and over 70% are female. 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 4 years running.

# Role Description

## **JOB TITLE**

Director of Sports

## **DEPARTMENT**

Academic

## **LOCATION**

Hangzhou

## **LINE MANAGEMENT**

Principal of HSH

## **OBJECTIVES**

The role of the Director of Sports is to enhance the provision and celebration of sport across the campus, oversee the health and safety aspect of the campus in relation to sporting activities and support the school's mission to be an outstanding bilingual school globally, offering a pioneering education to serve and help shape a better world.

## KEY RESPONSIBILITIES

- To assist the Principal with strategic development of the sports provision offered by WCCH.
- To ensure that a wide variety of sporting opportunities are available to all pupils through high quality fixture provision, tournaments and events for all pupils throughout the year.
- To promote and increase participation in a wide range of sports across WCCH.
- To develop a positive relationship between the schools and the wider community through cooperative ventures, publications, competitions and school activities.
- To create and maintain an extensive sporting outreach programme that offers sporting opportunities to the local community.
- To organise and manage a variety of events that celebrate pupils' sporting achievements across the schools, including but not limited to an awards ceremony and sports days.
- To manage and expand the School Activities sports provision across the campus.
- To sustain effective, positive working relationships with all staff, pupils, parents, external bodies and the local community.
- To be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
- To possess good communication skills and be willing to adapt to the demands of a bilingual school.
- To support the continued development of sporting excellence at Wellington College Hangzhou through effective CPD for staff.
- Fulfil the duties of a part-time subject teacher as required.
- To assist the Heads of School to achieve the highest standards of performance and self-discipline among teaching and non-academic staff.
- To contribute to and work with the SMT to develop the induction programme for new staff.
- To work closely with Admissions and Marketing to ensure that high levels of success are maintained.
- Contribute to parent information sessions and community events to raise awareness and promote the school.

## **BASIC QUALIFICATION**

- Bachelor Degree or above.
- Native level English or Chinese speaker.

## **EXPERIENCE**

- A minimum of 5 years working experience.
- A minimum of 2 years experience of leadership.

## **EXPERTISE**

- Broad knowledge of sporting activities.
- An appreciation of the bilingual and international education approaches and models, or the desire to develop appreciation and expertise.
- Ability to deliver CPD to staff.

## **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 data analysis.
  - Personal integrity, accountability and credibility.
  - Strong mindset for continuous improvement to meet or exceed expectations.
  - Commitment to quality and attention to detail.
  - Competence in areas such as IT, budgeting, personnel development and information systems.
  - Experience of working in an international or bilingual school would be an advantage.
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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.

**从心，致远。 Be You. Be More.**