



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

Assistant Head-

Parent engagement and support

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 internationals schools under the Wellington brand, three private Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Huili schools combine the best of the British and Chinese education systems for Chinese 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

Opened in August 2014 and located in the New Bund area, Wellington College International Shanghai is a fully co-educational day school with over 1600 pupils, aged 2 to 18 years old. Wellington College International Shanghai is guided by a clear Vision and Purpose founded upon three strong pillars and expressed in our motto: 'Be You. Be More.' Guided by our five Wellington Values of Kindness, Responsibility, Respect, Courage and Integrity, we offer a pioneering education to serve and help shape a better world. Our curriculum combines the very best of British and international pedagogies to create a pupil-centric, multilingual, multicultural and inclusive learning experience. We inspire our children to be Learners, Connectors, and Changemakers, 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 College is divided into three schools starting with Early Years (Pre-Nursery to Reception) housed at the Early Years Centre, with Primary School (Year 1 to Year 6) and Secondary School (Years 7 to 13) on the main campus. Following the Early Years Foundation Stage curriculum through the English National and International Primary Curriculum, Wellington's pupils are then prepared to go on to study a range of IGCSE subjects in years 10 and 11 to then embark on the rigorous IB Diploma Programme in years 12 and 13.

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 3 years running.



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



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020 -2022



Competitive salary and benefits

Role Description

JOB TITLE

Assistant Head-Parent engagement and support
(The position starts from August 2025)

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Head of School

OBJECTIVES

We are seeking a highly motivated and experienced Senior Management Member to join our team. The successful candidate will be responsible for working with the Assistant Head- Pastoral Care to deal with pupil issues, support parents, communicate effectively with Chinese heritage parents, bridge cultural gaps, and facilitate understanding between international teachers and Chinese heritage parents. The role also involves bringing the best of Chinese and International education and culture together and providing a culture-based perspectives to support the Head of School and Senior Management Team in making inclusive decisions.

JOB DESCRIPTION-Key responsibilities

- Work with the Pastoral care team to manage pupil issues and provide support to teachers to ensure effective resolution
- Communicate with Chinese heritage parents to understand their concerns and needs
- Deal with Chinese parents' disputes and follow it up till the case is closed
- Build cultural bridges and help international teachers and Chinese parents understand each other's perspectives
- Develop and implement strategies to bridge cultural gaps promote cultural understanding

- Provide culture-based perspectives/suggestions for decision making
- Develop and implement policies and procedures to ensure effective communication and collaboration between teachers, parents, and pupils
- Ensure the Chinese translation/presentation is correct and clear to parents
- Organize and Lead parent engagements events – such as parents as partners and parent information session
- Any other duties commensurate with the post

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs

GENERAL REQUIREMENTS-Key skills

- Excellent communication and interpersonal skills
- Strong leadership and management skills
- Ability to work effectively with people from diverse cultural backgrounds
- Knowledge and understanding of the UK and international curriculum
- Experience in dealing with pupil issues and providing support to teachers
- Ability to develop and implement policies and procedures
- First language in Mandarin and fluent English is essential
- Demo Wellington values and open mindset
- Bachelor's degree or above
- Experiences in working at international schools
- Pastoral experience in a secondary / primary context
- Safeguarding and child protection experience in a secondary/ primary context

Please note that any application with missing materials will not be considered.

Wellington College International Shanghai is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.

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.