



WELLINGTON COLLEGE
INTERNATIONAL
HANGZHOU

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 (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 Huili bilingual

Kindness Responsibility Respect Courage Integrity

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

Wellington College International Hangzhou is the 13th member of Wellington College family worldwide and the international school of first choice in Hangzhou. We offer a uniquely British style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We offer a world class curriculum based on the English national curriculum contextually adapted to our location. This curriculum naturally prepares pupils for IGCSE followed by A Level qualifications in our Sixth Form.

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

This comprehensive 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 Wellington College Hangzhou 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. 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 Wellington College 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, 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

Assistant Head of Primary

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of Primary

SUMMARY

To work with the Head of Primary in all aspects of leadership and management and to take responsibility for managing and leading on school improvement across Y1- 6.

GENERAL RESPONSIBILITIES

The Assistant Head of Primary is to take a central role in assisting the Head of Primary and working closely with the Deputy Head of Senior school (Y7-Y10) to develop our school in accordance with its shared values and our school development plans.

The Assistant Head of Primary is to experience across the primary age range, an experienced curriculum and team leader, a leader in teaching and learning, leader of a core subject and a key person in curriculum development. The Assistant Head Teacher 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 of Senior in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.

The Assistant Head Teacher 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 a non-teaching post but will be expected to model teaching and learning in classrooms. They will teach classes to model good practice, develop relationships, support training and development and ensure 'quality teaching first' and secure the smooth running of the school.

The Assistant Head of Primary 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 the Deputy Head of the Senior school (Y7-10) in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies. 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 behavior.
- 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

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

- 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 supported 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 Y1-6. This will include agreeing and articulating high expectations and setting stretching targets for the whole community
- 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 as a current or recently practicing leader
- Experience of implementation/development plans that demonstrate impact
- 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

QUALIFICATION OR TRAINING

- Qualified teacher status
- Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management eg NPQSL/Senior leader training
- To be at least level 2 Child Protection trained

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

PREFERRED APTITUDES

- 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, 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.
