



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Deputy Head of Senior Schools

### 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

**Kindness Responsibility Respect Courage Integrity**

international schools under the Wellington brand, three private bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. 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

Deputy Head of Senior Schools

## DEPARTMENT

Academic

## LOCATION

Hangzhou

## LINE MANAGEMENT

Head of Senior Schools

## JOB SUMMARY

The Deputy Head of Senior Schools is a critical leadership position, responsible for supporting the Head of Senior Schools in the strategic and operational management of the Senior Schools, which encompasses Grades 6 to 12/Years 7 to 13. This role necessitates a dynamic individual who will collaborate closely with staff, pupils, and parents to foster an environment of academic excellence, personal growth, and holistic development. The Deputy Head of Senior Schools will play an instrumental role in driving the implementation of the school's vision, policies, and educational objectives.

The Deputy Head of Senior Schools role is pivotal in ensuring the Senior Schools' success and maintaining its standing as a centre of academic excellence and holistic development. This position requires a dedicated leader committed to advancing the institution's educational mission and preparing pupils for successful futures.

## KEY RESPONSIBILITIES

### Strategic Leadership and Planning:

- Assist the Head of Senior Schools in formulating and executing the strategic plan to align with the school's mission and vision.
- Lead initiatives aimed at enhancing educational quality and administrative efficiency.
- Contribute to the creation and review of school policies, ensuring consistent application and support for strategic objectives.
- Work with school head to produce a Continuing Professional Development (CPD) programme that aligns with the priorities set forth in the School Development Plan (SDP).
- Support the Senior Management Team (SMT) with the Academic Sub Committee (ASC) to ensure consistent quality reporting of teaching.

### Academic Excellence and Curriculum Management:

- Work collaboratively with the staff to ensure the delivery of a challenging and engaging curriculum that meets the needs of all pupils.
- Oversee the implementation and monitoring of assessment practices and report system, ensuring effective data utilization to inform teaching and promote pupil progress.
- Foster a culture of continuous improvement, encouraging innovative teaching practices and ongoing professional development for staff.
- Oversee the teaching and learning of the Chinese Compulsory Curriculum in Junior High and manage Zhongkao assessments and processes.

### Strategic Leadership and Planning:

- Oversee the pastoral care system, ensuring comprehensive support for pupils' social, emotional, and behavioral needs.
- Implement and manage behavior management policies to promote a positive school culture.
- Regularly review pupil wellbeing and discipline data, addressing emerging issues promptly and effectively.
- Contribute to leadership in matters of discipline, setting high standards and expectations for pupil behavior.

### Staff Management and Professional Development:

- Support the recruitment, induction, appraisal, and professional development of staff.
- Foster a collaborative and supportive working environment that encourages teamwork and best practices sharing.
- Identify training needs and ensure staff access to high-quality professional development opportunities.
- Create a culture of staff learning and development across all colleagues, monitoring CPD and its impact on the quality of teaching and learning.
- Provide training and support for staff requiring development plans to improve teaching quality.
- Provide reports to the Senior Leadership Team (SLT) on the impact of internal and external CPD.

## **Parental and Community Engagement:**

- Work with school head to create a comprehensive yearly parent workshop calendar.
- Facilitate effective communication between the school and parents, ensuring transparency and cooperation in supporting pupil outcomes.
- Organize and participate in parent-teacher meetings, information sessions, and school events to strengthen community ties.
- Forge partnerships with external organizations to enhance educational and extracurricular opportunities for pupils.
- Coordinate and liaise with parent representatives to build community spirit and engagement.
- Support the organization of school functions open to parents and the public, maintaining strong parental engagement.

## **Operational Management and Administration:**

- Assist in the day-to-day management of the Senior Schools, ensuring smooth operation of activities and programs.
- Oversee the efficient use of school resources, including budgeting and fund allocation.
- Implement and monitor health and safety policies to ensure the wellbeing of pupils and staff.
- Manage the logistics and coordination of school events, examinations, and academic functions.
- Supervise the maintenance and upgrading of school facilities to ensure a conducive learning environment.

## **Data Analysis and Reporting:**

- Lead the analysis of academic and pastoral data to identify trends, strengths, and areas for improvement.
- To work with school head to prepare comprehensive reports for SLT and governors on progress towards strategic objectives.
- Utilize data-driven insights to inform decision-making and drive continuous improvement.
- Regularly analyse SISRA data and provide department heads with recommendations for training and support.

## **Specific School Responsibilities:**

- Oversee the integration of technology in both administrative functions and classroom instruction, ensuring digital literacy and innovation.
- Manage the development and implementation of enrichment programs, including arts, sports, and clubs, to provide a well-rounded education.
- Lead the SEN department to ensure the needs of pupils with special educational requirements are met effectively.
- Work with school head to lead the residential trips.
- Coordinate international programs, exchange initiatives, and trips to broaden pupils' global perspectives.

- Lead initiatives to promote environmental sustainability within the school community.
- Oversee Education Bureau inspections, including planning and maintaining paperwork related to inspection requirements.
- Work with the admissions team to ensure effective admissions into Senior Schools.
- Lead NPQML training and facilitation sessions as needed
- Conduct weekly learning walks to monitor teaching and learning.

## QUALIFICATION

## EDUCATION

Master's degree in Education, Educational Leadership, or a related discipline is required

## EXPERIENCE

Minimum of seven years of teaching experience, with at least five years in a leadership capacity within a secondary school setting.

## SKILLS

Exceptional leadership, organizational, and communication skills; proficiency in data analysis and strategic planning; ability to motivate and inspire staff and pupils.

## KNOWLEDGE

Comprehensive understanding of curriculum development, pedagogical practices, and secondary education needs.

## PREFERRED APTITUDES

- **Visionary Leadership:** Articulates a clear vision for the enhancement of the Senior Schools, inspiring high standards.
- **Integrity and Professionalism:** Upholds the highest ethical standards and professionalism.
- **Collaborative Spirit:** Engages effectively with all school community members, fostering mutual respect and collaboration.
- **Resilience and Adaptability:** Demonstrates resilience and adaptability to changing circumstances and demands.

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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.

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