



WELLINGTON COLLEGE
HANGZHOU

Job Description

Assistant 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

Assistant Head of Senior Schools

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of Senior and Junior High

MAIN PURPOSE

Assistant Heads are responsible for all aspects of the school relating to academic excellence and the holistic development of well-rounded and future-ready pupils. Each Assistant Head has a focus for their work and a clearly defined portfolio of responsibility, but also contributes to the whole and supports the work of others as part of the full cross-campus Senior Management Team (SMT).

KEY RESPONSIBILITIES

Strategic Matters

- To assist the Head to develop vision and define plans for growth and development.
- To provide professional leadership and management of teaching and learning throughout the Senior School and Junior High.
- To quality assure teaching and manage improvement so that it secures high quality learning for all pupils, and that progress of all pupils is measured.
- To promote the culture and pastoral care of the pupils encapsulated by the Wellington values and identities.

Leading People Through Good Relationships

- 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 equal respect for staff of all nationalities.
- To possess good communication skills and willing to adapt to the demands of a complicated and inclusive school.
- To be able to provide support and guidance for all members of the school in academic matters.
- To oversee effective transition from Primary to Senior School or Junior High.
- To develop a positive relationship between the school and the wider community through cooperative ventures, publications, competitions and co-curricular activities.

Academic Management

- To work with the Head to produce a clear vision for an effective academic programme that ensures success at IGCSE and beyond.
- To work with the Head to deliver a clear education model, including assessment structures and the pastoral systems.
- To lead by example, as a teacher and as a leader, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching.
- To support the continued development of excellent teaching at Wellington, remaining open to changes in pedagogy, whilst embedding best practice as it arises.
- To oversee the process of setting academic targets for pupils and work with the academic teams in monitoring student progress and achievement, including planning for, and implementing, interventions and challenge.
- To assist with the collection and use of school data (where appropriate) internally to support student development and externally to a wider group of stakeholders, including governors.

Teaching

- Fulfil the duties of a part-time subject teacher where required. The teaching load attached to this role will be determined by the curriculum need when matched to the subject experience of the successful candidate.

Further Responsibilities

- To assist the Head to achieve the highest standards of performance and self-discipline amongst all teaching and non-academic staff.
- To manage parental concerns and communication, in conjunction with other leadership colleagues.
- Oversee academic or pastoral matters of pupils in a designated age range.
- To assist Head in recruitment matters.
- To contribute to, and work with, the wider SMT to develop the induction programme for new staff.
- To work closely with Admissions and Marketing to maintain the high-quality brand and school image.
- Contribute to parent information sessions and community events to raise awareness and promote the school.
- To mentor the PGCE and/or trainee teachers within the school and ensure their early career development is supported in line with whole school expectations.

BASIC QUALIFICATION

- Education: An undergraduate degree plus a recognised teaching qualification e.g. PGCE (Masters or NPQ style additional qualifications preferred).
- Subject: Any discipline relevant to the Senior School or Junior High curriculum.
- Language: fluent English, spoken and written. (The ability to communicate in Chinese will be favourably considered.)

EXPERIENCE

- Six years work experience in high achieving schools.
- At least two years of prior leadership experience.
- Close experience and an evidencable track record of success leading IGCSE/GCSE programmes is a must.

EXPERTISE

- Broad knowledge of secondary school education systems including curriculum design and staff development.
- An appreciation of EAL education approaches and models, or the desire to develop expertise in this area.
- Ability to lead staff professional learning across the school.

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-cultural environment.
- Team player with an agile and adaptable outlook.
- Commitment and a desire to go above and beyond in the pursuit of excellence.
- Tangible experience with international best practices in education.
- Passion for world class education and strong desire to provide a broad range of opportunity for our pupils.
- High levels of data literacy and the ability to develop recommendations for action based on data analysis.
- Personal integrity, accountability, and credibility in front of stakeholders.
- High levels of resilience and determination.
- Desire and mindset to achieve continuous improvement.
- Commitment to quality and attention to detail.
- Prior experience of working in China would be an advantage.
- Prior experience within a young and rapidly growing school would be an advantage.

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.