



WELLINGTON COLLEGE
HANGZHOU

Job Description

Head of Information Computer Technology

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

Head of Information Computer Technology

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of School

OBJECTIVES

Wellington College Hangzhou is seeking an experienced Head of ICT. Our teachers provide a world class education for our pupils, based on the Wellington College philosophy and ethos. He/She must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teacher must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

MAIN PURPOSE

To assume responsibility for teaching ICT and computer science lessons in the college and leading the department, under the direction of the Heads of Schools.

KEY RESPONSIBILITIES

The successful candidate will play a key role in the development of ICT curriculum at Hiba Academy Hangzhou. The School is looking for a candidate who would relish the challenge of establishing the subject in a new school.

The Head of Information and Computer Technology will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the school curriculum and by the HAH Head of Primary or Head

of Senior School and Junior High. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity. The teacher will also be required to carry out other such duties as the Heads may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that an excellent learning environment is provided for the learning of ICT, and that the pupils develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the pupils and the curriculum targets of the year group.

Essential Subject Skills

1. Strong knowledge of ICT and computer science curriculum preferably with IGCSE experience
2. Experience of leadership skills
3. Ability to communicate concrete and abstract concepts to pupils
4. Ability to spot and cultivate creativity
5. Experience working in a bilingual or international school.
6. Willingness to contribute to the teaching of ICT skills.
7. Some experience in leading ICT activities with Primary and Junior High / Senior School year groups.

College Rules and Standards

1. Apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the College rules.
2. Set high standards with regard to punctuality and to insist on the same from the pupils. To encourage good timekeeping amongst the pupils, monitor

lateness within the class and provide remedies, both individual and general, to rectify its occurrence.

3. Ensure attendance in school between stipulated hours and to attend all meetings/functions deemed to be directed time.
4. Request approval from the Master, via the Head of the Primary or Head of Senior School and Junior High, for any absence from the school and to give notice to appropriate people. Wherever possible, to make medical appointments outside normal directed working time.
5. Maintain smart and professional standards of appearance.

Learning and Teaching

1. Work with pupils at all levels to encourage and assist pupils to express themselves through ICT.
2. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
3. Make all pupils aware of the Wellington College Mission Statement, values and Identity base including their values, aims, and display them in an innovative and informative fashion in the classroom and adjacent corridors.
4. Complete teaching plans on time and to a high standard.
5. Assess regularly the pupils' work by means of formative and formal termly/half-termly assessments, as directed by the Head of the Primary or Head of Senior School and Junior High. Communicate regarding any pupil whose progress or behaviour gives cause for concern.
6. Oversee and implement the school homework policy for ICT classes.
7. Ensure that the examples of the pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the school. Also, ensure that these displays are changed regularly.
8. Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.

9. Participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues.
10. Be involved in developing, implementing and monitoring all school policies regarding ICT, and to assist in the necessary documentation pertaining to the subject, where required.

Home-School communication

1. Make parents feel welcome and build good relationship with parents.
2. Introduce information regarding ICT curriculum through parent information events.
3. Collect information of pupils' interests and growth from parents.
4. Stimulate pupils' study by making use of parents' strengths.
5. Provide consultations and support to parents' enquiries.
6. Communicate with parents on a regular basis.
7. Attend parents' meetings as required and provide accurate, honest information regarding the progress of individuals in ICT.
8. Report to the parents in the form of regular written reports, and when additionally required.

Professional Integrity

1. Be positive and build good relationship with colleagues.
2. Complete tasks on time.
3. Provide cover for absent colleagues as and when deemed necessary.
4. Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours.
5. Make a significant contribution to school assemblies, and newsletters, and by so doing highlight the work carried out by pupils in the subject.
6. Promote an ethos of equality and equal opportunities for all pupils within the setting.

7. Protect privacy of pupils, pupils' families and colleagues.
8. Maintain the highest standards of care, child protection and safeguarding at all times.
9. Emphasize the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the school and the curriculum. Communicate to the pupils that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon school property.
10. Carry out duties in the school as required and timetabled. This will include playtime supervision, lunchtime supervision and after-school supervision.
11. Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the college ethos and values and is in the best interests of the pupils.
12. Set high expectations and standards for the achievement of pupils and your personal performance.
13. Contribute as fully as possible to the annual calendar of School events, in whatever way possible.

Professional Development

1. Be familiar with the recent development in ICT teaching theory and practice.
2. Improve yourself through continuous study and be willing to try new ideas.
3. Be willing to accept others' good ideas and share your opinions.
4. Frequently reflect on your work and share your experience with the international teaching partner and other colleagues.
5. Support the College Development Plan generally and in so far as it relates to ICT events.
6. Attend and participate fully in Wellington College staff development programme.
7. Attend staff meetings and briefings as and when required.

BASIC QUALIFICATION

- Bachelor's degree, teaching certificate or equivalent.
- ICT, Computer Science or related.
- Fluent English speaker, fluency in Chinese will be favourably considered but is not essential.

EXPERIENCE

A minimum of 2 years prior leadership experience in a high performing school. Prior experience of working in a bilingual setting will be favourably considered.

EXPERTISE

- Knowledge of ICT and computer science curricula and best practice.
- A strong track record of success.

PREFERRED APTITUDES

- Passion and enthusiasm for the subject
- Be able to assess pupils' interests, needs and developments
- Be able to develop the curriculum
- Open, proactive, patient and caring
- Proficiency with educational technology.
- Openness to cross-cultural working.

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.