



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Head of Maths

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### 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 Maths

## **DEPARTMENT**

Academic

## **LOCATION**

Hangzhou

## **LINE MANAGEMENT**

Head of School

## **MAIN PURPOSE**

To strategically lead the Maths Department in regard to the teaching and learning and manage the resources and people within.

## **KEY RESPONSIBILITIES**

- The Health and Safety of all colleagues and students whilst in the Maths Department. This includes the mental and physical wellbeing.
- The intent, implementation and impact of the curriculum in the Maths Department.
- The academic performance of the students, including the performance in external examinations, of subjects taught within the Maths Department.
- The behaviours and attitudes displayed by the students whilst in the Maths Department.
- The quality of provision. This refers to both the teaching & learning and resources found within the Maths Department.
- The deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.

## PROFESSIONALISM

- The implementation of all school policies, including those relating to behaviour, homework and assessment, in the best interests of the pupils.
- The developments in the Maths curriculum, ensuring that they are consistent with the College's broader aims and policies and are in the best interests of the pupils.
- The evaluation of staff performance, academic standards and the personal development and well-being of the students, ensuring that it is effective.
- The planning and implementation of actions to address identified priorities.
- To ensure effective monitoring and communication with parents regarding academic progress and behaviour for learning both in line with school reporting procedures and in response to specific concerns as they arise.
- To comply with the current policies and procedures of the College.
- To display the Wellington Values at all times, either in school or in the wider community.

## KEY ACCOUNTABILITIES

- The standards reached by all students and groups of students (including those with special needs, gifted and talented, gender and ability bands) in the curriculum area throughout each key stage.
- The standard of teaching & learning in the subject area.
- The effective use of resources and budgets.

## KEY EXPECTATIONS/TASKS

- You are responsible for the wellbeing of both yourself and the colleagues under your leadership. Any issues must be raised with your line manager immediately.
- Write the intervention timetables for your department, making best use of the resources and staffing available.
- Write the annual subject Action Plan, ensuring it feeds into the School Development Plan.
- Carry out all monitoring of the department, including teacher observations, work sampling, and 'Drop-ins'.
- Write/oversee the production of all Schemes of Work, ensuring they follow all accurate and appropriate guidelines
- Regularly meet with Head of School to identify key marginal groups of students, and then ensure departmental colleagues set and complete appropriate interventions.
- Ensure all departmental colleagues attend all relevant generic CPD sessions/staff meetings/briefings and arrange for subject specific CPD opportunities when required.
- Ensure all teaching areas are well presented and organised. All health and safety and ICT issues are immediately reported to the appropriate support team.
- Monitor the setting of homework, house points and sanctions through ISAMS and TEAMS, and address any issues identified.
- Closely monitor CAPEX and OPEX budgets, ensuring that all resources are purchased in a timely manner, and that any major replacements of resources are highlighted and planned for.
- Highlight and recognise good practice and successes achieved within the subject area. Address any underperformance and provide support to departmental colleagues when issues arise.
- Identify and run opportunities/trips for students to learn outside of the classroom.

## **BASIC QUALIFICATION**

- Undergraduate degree plus a recognised teaching qualification.
- Maths or related education major an advantage
- Fluent English required

## **EXPERIENCE**

A minimum of 4 years working experience in teaching Maths in high performing schools.

## **EXPERTISE**

- Display excellence in Maths teaching.
- Show a track record of success in a previous Middle Leadership role.
- Prior experience of working with ESL learners preferred.

## **PREFERRED APTITUDES**

- Be able to assess pupils' interests, needs and developments
- Be able to develop curriculum
- Display the Wellington Values
- Proficiency in Microsoft Office
- Cross-cultural working experience is prefer

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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.

**从心, 致远。 Be You. Be More.**