



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Boarding Master

### 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**

Boarding Master

## **DEPARTMENT**

Academic

## **LOCATION**

Hangzhou

## **LINE MANAGEMENT**

Principal, Executive Master

## **OBJECTIVES**

Wellington College Hangzhou is seeking an experienced Boarding Master. The Boarding Master works based on the Wellington College philosophy and ethos. The Boarding Master must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The Boarding Master 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 leading the Boarding House, under the direction of the Head of Pastoral and Deputy Head of Pastoral, and by following the Wellington College curriculum.

## KEY RESPONSIBILITIES

The Boarding Master is accountable to the Executive Master through the Head of Pastoral/Deputy Head of Pastoral. They have responsibility for the academic, pastoral, cultural and spiritual welfare of pupils in the House, for their discipline and moral guidance and for the safety, hygiene and sound maintenance of the House premises. In short, the Boarding Master is expected to offer the same level of care and attention that a good parent would.

The Boarding Master is encouraged to enter fully into the life of the school and to develop and share their talents and interests with regard to extracurricular activities.

To assist them, they have a rota team of tutors, matron and a housekeeper. It is the Boarding Master's responsibility to deploy their team to ensure proper supervision and care, to motivate them and to check their effectiveness. In particular, a Boarding Master should ensure that when they are off the premises, appropriate arrangements have been made with a member of staff to ensure a proper level of supervision, care and risk management.

The Boarding Master is the first point of contact for parents and is the parent figure for the pupils.

## Essential Skills

1. Act in 'loco parentis' and therefore be responsible for all aspects of the pastoral welfare of the pupils in the House. This would include aspects of discipline as delegated by the Head of Pastoral in line with school policy and practice and agreed boarding standards.
2. Lead the House team i.e. tutors, matron and housekeeper with regard to organisation of duties and areas of responsibility needed to ensure the efficient management of the House.
3. To be actively involved in the performance management / appraisal and continuing professional development of the House team (matron, housekeepers). The Boarding Master will be expected to develop their own professional skills and qualifications and will be encouraged to complete to develop and extend their knowledge of Boarding School practice through specific training and attending conferences.

4. Be responsible for the training and guidance of new members of the pastoral team including gap year students and ensure that an efficient working system of recording daily events and handovers between House staff is practised.
5. Communicate with parents as necessary with the assistance of others in the House team. To report in respect of the pastoral development of pupils in the House and to contribute to references when requested by a member of SLT.
6. Liaise with teaching staff, Heads of Schools, counsellor and tutors in monitoring and supporting academic progress of pupils in the House.
7. Take appropriate steps to monitor the attendance and conduct of pupils for all meals and their whereabouts through the week.
8. Set up a system of mentors for new pupils who join the House.
9. Attend relevant meetings such as Pastoral Leadership meetings, case conferences etc.
10. Organise and maintain the budget of the Boarding House within the agreed parameters as laid down by the Executive Master.
11. To regularly review the Health and Safety requirements of the Boarding House, reporting any concerns or potential hazards to the Head of Pastoral and Bursar.
12. Hold regular House pastoral team recorded meetings in order to disseminate information, co-ordinate activities and discuss pupil welfare and progress as appropriate.
13. Establish, publish and enforce a set of House rules or conventions designed to safeguard as far as possible the privacy, independence, dignity and right of each pupil in line with school policy and minimum boarding standards.
14. Respond to any medical or pastoral emergency as may arise. This will take precedent over other responsibilities.
15. Enable social functions/activities for pupils within the House, with the assistance of the pastoral team where appropriate. A weekend programme for those boarders who stay should be published and approved by the Head of Pastoral.
16. Maintain a file for every pupil in the House. This should include copies of reports and disciplinary notes as appropriate (this record must comply with published sanctions such as gatings, fines, or suspensions and other offences like smoking, breaking of contracts etc.)

17. Maintain a major sanctions book which is submitted each half term to the Head of Pastoral.
18. Be responsible for the confidentiality of information at his/her disposal in line with school policy.
19. To be responsible for the confidentiality of information at his/her disposal and the 'need to know' context of this information in line with the school's Safeguarding and Child Protection Policy.
20. To be prepared to carry out any new task the Executive Master, Head of Pastoral and Deputy Head of Pastoral may reasonably request after review, consultation and mutual agreement.

### **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. Also, ensure that students 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 college between stipulated hours and to attend all meetings/functions deemed to be directed time.
4. Maintain smart and professional standards of appearance.

### **Professional Integrity**

1. Be positive and build good relationships with colleagues.
2. Provide cover for absent colleagues as and when deemed necessary by the Deputy Head of Pastoral and the Head of Pastoral.
3. Play a full role in the weekly extra-curricular activities programme as required.
4. Make a significant contribution to college assemblies, and newsletters, and by so doing, highlight the work carried out by pupils in the subject.

5. Promote an ethos of equality and equal opportunities for all pupils within the setting.
6. Protect privacy of pupils, pupils' families and colleagues.
7. Maintain the highest standards of care, child protection and safeguarding at all times.
8. Emphasise the importance of safety and safe methods of working in the Boarding House and indeed all areas of the College. 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 College property.
9. Carry out duties in the College as required and timetabled by the Head of Pastoral.
10. 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 students.
11. Set high expectations and standards for the achievement of pupils and your personal performance.
12. Contribute as fully as possible to the annual calendar of College events, in whatever way possible.

### **Professional Development**

1. Improve yourself through continuous study and be willing to try new ideas.
2. Be willing to accept others' good ideas and share your opinions.
3. Frequently reflect on your work and share your experience with other colleagues.
4. Attend and participate fully in Wellington College Staff Development and INSET programmes.
5. Attend staff meetings and briefings as and when required.

## **BASIC QUALIFICATION**

- Bachelor's degree, teaching certificate.
- Major: Education related.
- Fluent English required.

## **EXPERIENCE**

A minimum of 3 years working experience in related areas

## **PREFERRED APTITUDES**

- Be able to assess pupils' interests, needs and developments.
- Be able to develop curriculum.
- Open, proactive, patient and caring.
- Proficiency in Microsoft Office.
- International and bilingual schoolworking experience is preferred.
- Cross-cultural working experience is preferred.

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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.