



WELLINGTON COLLEGE
HANGZHOU

Job Description

Director of Pupil Support

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 is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

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 Senior Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior Schools 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. 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 four consecutive years, from 2020 to 2023.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

Role Description

JOB TITLE

Director of Pupil Support

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Principal of Wellington College Hangzhou

MAIN PURPOSE

To play a key role within the College to ensure that all pupils with learning support needs can successfully access the curriculum and all aspects of College life.

JOB PURPOSE

To manage the Learning Support team as line manager, including arranging CPD opportunities and co-ordinating and delegating tasks and support.

KEY RESPONSIBILITIES

Teaching and Learning

- Identify and adopt the most effective teaching approaches for pupils with SEN.
- Identify gifted and talented pupils, track their progress and ensure extra support is provided to further develop the pupils.
- Monitor and evaluate teaching and learning activities to ensure they meet the needs of pupils with SEN.
- Where necessary/possible, actively teach learning intervention and support groups to ensure their progress.
- Promote the resources/interventions/skill sets that will develop pupils' ability to work independently.
- Have regard for the individual needs of pupils with Special Educational Needs and support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities.
- Liaise with Admissions to ensure the identification/continuity of support and learning of pupils with SEN on entry to school.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN.
- Talk to pupils with SEN to listen to what they have to say about their experience of education/school. Address any areas of concern.
- Provide CPD for teachers to support them in delivering lessons which meet the needs of SEN and Gifted and Talented pupils.
- Ensure accommodations are put in place for Senior School pupils and, where necessary, exam accommodations are applied for and put in place for SEN pupils.

Recording and Assessment

- Keep the Special Needs Register up to date.
- Keep the gifted and talented register up to date.
- Undertake the provision mapping of SEN annually to ensure all children's support needs are met. Set targets for raising achievement among pupils with additional learning needs and SEN, interpret assessment data, feeding specifically into termly Pupil Progress Review.
- Meet with teachers and TAs and formulate plans to address any issues and needs as appropriate. Maintain and further develop existing systems for identifying, assessing and reviewing SEN. Update the SMTs on the effectiveness of provision for pupils with additional learning needs and SEN.
- Meet with parents termly to share updates on progress and next steps.

Leadership

- Ensure all members of staff recognise and fulfil their responsibilities to pupils with SEN. Provide training opportunities for learning support assistants and other teachers to learn about SEN/additional needs.
- Disseminate outstanding practice in SEN across the school.
- Identify resources needed to meet the needs of pupils with SEN and advise the SLT of priorities for expenditure.
- Assist in the effective organisation and deployment of teaching assistants and other resources linked to Special Educational Needs.

Other Duties and Responsibilities

- Listening to colleagues with concerns about pupils.
- Advising colleagues about their concerns and ensuring that these are documented and acted upon at other stages.
- Monitoring any screening/baseline assessments to identify and address children who are falling behind.
- Attend meetings to support class teachers where necessary to keep parents informed about their child's progress.
- Lead review meetings.
- Coordinate provision by calling meetings as necessary. Meet parents who have concerns about their child/children.
- Advise the Teaching Assistants and teachers in techniques and materials which enable them to implement support plans and manage the targets set in them.
- Monitor the resources devoted to special educational needs and make cases for funding where necessary. These resources include books, other teaching materials and practical teaching aids including technological aids such as laptops, iPad's and Dictaphones.
- Take the lead in assessments of children with SEN including their strengths and weaknesses.

Professional Development

- Take part in appraisals and annual professional review meetings.
- Keep up to date with current thinking, regulations, practice and further develop skills by attending courses, workshops and meetings.

BASIC QUALIFICATION

- Hold a Bachelor's degree.
- Fully qualified as a teacher (holding teaching certificates such as PGCE, QTS etc)
- Fluent in English, spoken and written.
- Hold the SENCO qualification.

EXPERIENCE

- Evidence of leadership skills and successfully managing a department in a school.

EXPERTISE

- Exceptional leadership, organisational and communication skills.

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and developments.
- Be able to develop a curriculum.
- Open, proactive, patient and caring.
- International and bilingual school working experience is preferred.
- Cross-cultural working experience is preferred.

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.

Be You.
Be The Difference