



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Secondary Head of Music

### 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 to 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.

# Role Description

## JOB TITLE

Secondary Head of Music

## DEPARTMENT

Academic

## GRADE/YEAR GROUP

Grade 6-12, Year 7-13

## LOCATION

Hangzhou

## LINE MANAGEMENT

SMT for Senior Schools

## OBJECTIVES

The Secondary Head of Music has the overall responsibility for the quality of teaching and learning of Music and must ensure it is of the highest standard.

## MAIN PURPOSE

- Overseeing the teaching and learning of the Music curriculum.  
Managing curriculum developments and ensuring relevant staff are trained accordingly.
- Leading and ensuring that the examination courses are being delivered effectively and successfully, including teaching, marking and moderating.  
Tracking and reporting all data to the Head of Schools.  
Leading interventions including liaising with students, parents, Heads of School, Principal and other relevant staff.
- Overseeing all excursions and activities that relate to the subject.

- Providing an exciting environment which supports the personal and professional development of each student and member of staff. Planning high quality CPD opportunities for staff.
- Giving leadership in matters of discipline. Setting high standards and expectations of behaviour among both staff and students.
- Understanding the financial operation of a budget and liaising with the relevant link over budgetary requirements.
- Liaising with your relevant line manager on teaching timetables for your subject.
- Establishing, monitoring, reviewing and developing policy and practice to support high quality social, moral, health, cultural and spiritual provision for all staff and students.
- Maintain the Health and Safety of all colleagues and students whilst in the Music Department. This includes the mental and physical wellbeing.
- Maintaining high expectations of behaviour and attitude displayed by the students.
- The implementation of all school policies, including those relating to behaviour, homework and assessment, in the best interests of the pupils.
- Maintaining strong links between each school at WCH. Through, for example, planning, moderation and curriculum development.

## **KEY RESPONSIBILITIES**

The Head of Music has the overall responsibility for ensuring the quality and consistency of teaching, learning, reporting and curriculum development are of the highest standard. This includes:

- The tracking and reporting of all data and exam results.
- Create and oversee schemes of work, departmental policies and other documentation under the guidance and accountability of the Heads of School.
- The Head of Department will be expected to guide, support and equip departmental staff in their academic roles and where possible enable them to meet their professional goals and/or receive necessary professional training.
- Carry out lesson observations and contribute to appraisals in line with the school's observation policy and has the responsibility for the teaching and learning standards within the subject.
- The Head of Department is expected to keep abreast of UK curriculum and exam board developments and has the responsibility of ensuring the external examinations and future results are of highest standard.

- Being responsible for teaching innovative and engaging lessons and acting as a role model in terms of teaching quality.
- Regularly meeting with your line manager to identify key marginal groups of students, and then ensure departmental colleagues set and complete appropriate interventions.
- Ensure all cover work is set appropriately and in a timely manner. When a colleague is unable to set cover work this is then done, either by yourself or another department colleague, and that a member of the department is in attendance at the start of each lesson covered to ensure the covering teacher is supported.
- Monitor the setting of homework, house points and sanctions through the appropriate school systems, and address any issues identified.
- The Head of Department is expected to ensure the department is maintained to a high standard visually including the displaying of students work, display boards in corridors and classroom displays.

In addition to this, 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.

#### REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS

- A relevant university degree and professional teaching qualification is essential.
- Be an outstanding teacher and role model.
- Knowledge and experience of examination criteria, for example, IGCSE and A level, in Music, their delivery and assessment requirements.
- Excellent subject knowledge in Music.
- Knowledge of current curriculum developments in the UK.
- A passion for your subject and the ability to share this with as wide a range of students as possible.
- Fluency in written and spoken Music to enable effective communication with students and in working relationships.
- Excellent inter-personal skills.
- Honesty, integrity, compassion, flexibility and a good sense of humour.
- Strong organisational, self-management and problem-solving skills.
- The desire to put the wellbeing of each student at the heart of what they do and can demonstrate how they will support the development of the Wellington Values.

## DESIRABLE QUALIFICATIONS,KNOWLEDGE AND SKILLS

- School departmental managerial experience.
- Experience using a VLE to enrich the students learning.
- Experience in teaching and mentoring EAL students.

## **BASIC QUALIFICATION**

**Education:** Bachelor's degree or above

**Major:** Music related majors

**Language:** Fluent English speaker

**Working experience:** At least 5 years of teaching experience and 2 years of leadership experience

## **EXPERTISE**

- Experience of successful academic achievement.
- Experience of leading multiple projects.
- Strong knowledge of the examinations within your subject.

## **PREFERRED APTITUDES**

- Be able to assess pupils' interests, needs and developments.
- Be able to develop curriculum.
- Creative and problem solving.
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment.
- Strong passion for the education and development of students.
- Track record of solving problems and delivering impact as a leader.
- Ability to work with data and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility.
- Strong mindset for continuous improvement to meet or exceed expectations.

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.