

Job Description

Director of Co-curricular

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 international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. 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.

Kindness Responsibility Respect Courage Integrity

School Introduction

Wellington College China has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils 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. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

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 5 years running.



Role Description

JOB TITLE

Director of Co-curricular

DEPARTMENT

Extended SLT

LOCATION

Shanghai

LINE MANAGEMENT

Deputy Head

SUBORDINATE

Co-curricular Team, House Coordinators, Trip leaders

OBJECTIVES

The Director of Co-curricular is a post which provides the opportunity for someone with ambition, vision and a passion for outstanding holistic education to deliver whole school growth and development. The Director of Co-curricular is a key member of the whole school extended senior leadership team (ESLT), alongside the Director of Studies, Director of PE and sports, Director of Arts, Director of Student Services, and the Director of Education Technology. The postholder will be directly responsible to the Deputy Head who looks after whole school functions and priorities.

The Director of Co-curricular is responsible for the delivery of the co-curriculum for pupils, maintaining outstanding levels of co-curricular provision (including trips) to ensure a balanced and enriching programme for pupils and monitoring all aspects of that provision including staff engagement and performance, facilities and health and safety of pupils. The postholder will engage with pupils, staff, parents and external vendors to inspire, encourage and empower pupils to achieve their very best and engage in a broad range of activities through the provision of an outstanding programme of opportunities.

The role will include maintaining a high profile throughout the school community, fostering key strategies and strong relationships to promote excellence, and working with other senior leaders and staff to sustain and enhance the standing of the school.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Develop the Co-curricular Strategic Plan and contribute to whole school strategic planning and, in particular, promote the co-curricular activities within the school community.
- Full responsibility for the direction and organisation of the co-curricular systems of the school.
- Ensure the school delivers outstanding levels of co-curricular provision and support to all pupils throughout their journey with the school, balancing the dual aims of mass participation and elite development.
- Lead on the development of the co-curricular facilities strategy and the HAS More programme (afterschool and weekend provision)
- Plan and oversee of the School's co-curricular calendar liaising with a range of staff on the planning and scheduling of key events and ensuring the school event calendar is accurate with regard to co-curricular activities.
- Develop, monitor and update all policies and risk assessment procedures relating to the co-curriculum.
- Oversee the co-curricular budget, ensuring that resources are allocated efficiently to enable the school to meet cocurricular strategic priorities, making appropriate trade-offs accordingly.
- Participate in whole school planning of staffing and resources with the associated budgetary implications.
- Keep the SLT aware of co-curricular matters with regard to the progress of this area of the school including an annual report to SLT on impact of Co-curricular programme and the Self-evaluation documentation related to it.

LEADING AND MANAGING STAFF

- Ensure staff involved in the co-curriculum feel valued for their time and enthusiasm and inspired and supported so the quality of provision is first class.
- Lead on the recruitment, induction, development and retention of auxiliary staff employed to support the delivery of the co-curricular programme and house system.
- Be responsible for the staffing of all relevant activities as well as for their quality, and manage the appointment and subsequent supervision of specialist staff and outside agencies.

KEY RESPONSIBILITIES

- Ensure all staff involved in co-curricular programme delivery, volunteers and employees, have completed appropriate safeguarding training, that they receive ongoing development and monitoring to ensure adherence of school policy; collectively meet with HAS More programme vendors at the start of each semester to reinforce school protocols and systems; and also with the duty manager/nurse team.
- Ensure necessary qualifications are held by staff involved in the co-curricular programme.
- Organise appropriate professional development of staff in the co-curricular programme to provide opportunities for staff to enhance and develop their skills further.
- Foster a collaborative, effective, collegial, and supportive team.
- In conjunction with the Deputy Head, oversee teachers' whole-school commitments to manage their contribution to school life and support their continuing professional development, morale and wellbeing.
- Liaise with teaching staff to identify opportunities for the co-curricular initiatives to dovetail with the academic work of the School.

CO-CURRICULAR DAILY OPERATION

- Build on the already broad range of activities and clubs so that, where possible, all interests and passions are catered for, and that the provision fulfils the ambitions of a broad-ranging education to include cerebral societies.
- Support the Director of PE and sports, director of Arts and other department heads to lead and manage any cocurricular external staff as well as liaising with school staff to provide a wide variety of activities outside the school day.
- Work with Heads of Department to ensure that a wide range of competitions and co-curricular opportunities are available.
- Lead house coordinators to ensure effective coordination of inter-house events.
- Adopt an innovative and responsive manner to providing an engaging CCA programme, drawing where appropriate on student voice
- Responding to pupil, staff and parental survey information to inform decision making
- Chair the co-curricular Leadership Team meetings and oversee the effective use of platform for the co-curriculum.

KEY RESPONSIBILITIES

- Manage all co-curricular related issues at the school, including the investigation of complaints from pupils, parents and staff.
- Ensure colleagues have access to the material resources they need to meet the health and safety, safeguarding and organisational needs of the pupils.
- Ensure high standards of pupil-teacher relationships and of pupil behaviour/attitudes by liaising with the pastoral leaders.
- Oversee the co-curricular Awards programmes and the tracking of pupil achievements and special awards including coordination of parent information regarding CCA success and achievements.
- Oversee the timetabling of the co-curricular programme and assist staff with issues as they arise.
- Liaise with the inclusion coordinator to review CCA allocations for pupils and sharing of individual learning plan arrangements to CCA providers in a confidential yet informative manner
- Monitor the quality of the various co-curricular programmes.
- Development of a CCA reporting process to parents whereby pupil participation and effort is noted and combined with current school reporting processes.
- Liaise with accounts and parent officers to track and follow up on pupils' CCA attendance and payment.

TRIPS, OUTDOOR EDUCATION AND COMMUNITY SERVICE

- Lead the development of an active programme of activities and events to ensure that outdoor activities are well subscribed and a thriving part of the programme.
- Review and update the Educational Visits Policy as per the policy review schedule.
- Have direct oversight of all co-curricular excursions in line with policy set by the School; oversee the trips calendar and the processes for selection (including vendors), approval, planning and review of all trips.
- Manage excursion leaders to ensure best communication with parents and other agencies.
- Ensure that all excursions both in China and overseas are staffed appropriately for the nature, venue and duration of each trip.
- Support the Duke of Edinburgh International Award Coordinator to ensure enrolment is popular and that it is run with an appropriate and attractive range of activities so that a significant proportion of pupils complete to Silver Award stage.

KEY RESPONSIBILITIES

- Actively liaise with the CAS coordinator in support of pupils completing the IBDP and on the lead up to this part of a pupil's school experience.
- Develop volunteering opportunities both within the School and the local community for pupils in secondary school.
- Working with the Charity manager to further develop the School's charitable activities for pupils of all ages to support a global, national and local charity each year and that the requests for charitable funds are managed throughout the year.
- Have direct oversight of the risk assessment of co-curricular activities to ensure the duty of care to students on any excursions and activities outside the School.

PARTNERSHIPS AND OTHERS

- Liaise with a variety of external third parties and community stakeholders to enhance community cohesion and broaden the School's sphere of influence and, further raise its profile and enrich its provision through meaningful partnerships which provide educational value.
- Through a variety of activities and initiatives, actively promote citizenship throughout the School to ensure pupils and staff take their social responsibility seriously both now and in the future.
- Work with the marketing department to ensure the co-curricular programme is effectively marketed positively within and outside the school community.
- Be actively engaged with associations beyond, including local sporting associations, the school partnerships and associated groups.
- Teach 6-10 periods of lessons per week (25-40% of a full teaching timetable).
- Undertake additional duties that are appropriate to the role as directed by the Deputy Head of the school.
- Monitor and enhance the academic and pastoral welfare of a group of pupils within the allocated House.

BASIC QUALIFICATION

- Education: Bachelor's degree or above
- Language: Fluent English speaker OR Business level communication in English and Chinese, written and spoken

EXPERIENCE

- Minimum of 5 years' successful experience at middle leader level (pastoral, academic or co-curricular)

EXPERTISE

- Broad knowledge in the primary and secondary school education system including curriculum design and staff development
- Have a passion for & understanding of all aspects of the co-curriculum
- Have experience of delivering co-curricular activities to a high standard
- An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise
- Knowledge and experience in assessing risk and a strong understanding of safeguarding requirements in the co-curriculum

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment
- Strong grasp of international best practices in education
- Strong passion for education and pleasure in working with young people
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on analysis
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations
- Commitment to quality and attention to detail
- Demonstrate competence in areas such as IT, budgeting, personnel development and information systems
- Experience of working in bilingual schools would also be an advantage

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.