



WELLINGTON COLLEGE
HANGZHOU

Job Description

Talent Acquisition Supervisor

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 realized, 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.



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

Talent Acquisition Supervisor

DEPARTMENT

Non-academic

LOCATION

Hangzhou

LINE MANAGEMENT

Assistant HR Manager

OBJECTIVES

The Talent Acquisition Supervisor is responsible for overseeing the local hire and expat hire specialists and ensuring the successful recruitment and onboarding of top talent. This role will place a strong emphasis on managing the complexities of hiring both local and expat staff, including managing expat visa related issues and ensuring compliance with local labour laws. The ideal candidate will have a keen understanding of global recruitment strategies, a thorough knowledge of local labour laws, and a thorough knowledge of expat visa requirements.

KEY RESPONSIBILITIES

Team Management

- Line manages the local hire and expat hire specialists, providing guidance and support as needed.
- Ensure high-quality recruitment procedures and workflow are in place to attract and retain top talent.
- Work with the Assistant HR Manager to develop and implement recruitment strategies that align with the school's goals and objectives.
- Ensure the recruitment team is meeting performance goals and KPIs.
- Provide regular feedback and coaching to the recruitment team to improve performance and ensure professional development.
- Continuously evaluate and improve recruitment processes to enhance the candidate experience and increase efficiency.
- Implement quality assurance measures to ensure the team's work quality meets or exceeds standards.

Talent Acquisition

- Lead the recruitment process, practice and daily operations.
- Manage the recruitment team and ensure that they meet their target.
- Build and maintain relationships with hiring managers and other stakeholders to understand their hiring needs.
- Proactively identify suitable candidates and expand recruitment channels for long-term needs.
- Ensure the employment process is fully compliant with the Safer Recruitment policy.
- Manage the interview process, the offer process administration and negotiate the offers with the candidates.
- Implement employer branding initiatives to attract top talent.
- Source and screen candidates, conduct interviews and manage the hiring process.
- Ensure each step of the recruitment process is up to standard and that all recruitment positions are filled in a timely and efficient manner.
- Oversee positions and provide support to the team as needed.
- Develop and maintain relationships with external recruitment agencies and job boards.
- Collaborate with hiring managers to understand their recruitment needs and provide guidance on best practices.
- Stay up to date with industry trends and best practices in talent acquisition.

Safer Recruitment

- Ensure the recruitment process is safe and compliant with safeguarding regulations.
- Comply with the Safer Recruitment policy and embed it into the recruitment process.
- Work closely with the HR team to ensure all necessary reference checks and safeguarding measures are in place for staff.
- Ensure documentation aligns with the Safer Recruitment policy for Single Central Record.

Visa Management

- Ensure compliance with local regulatory requirements, and coordinate the expat work permit application.
- Support pre-onboarding communication with staff, necessary guidance and information sharing about working in Wellington College Hangzhou.
- Oversee the visa application process for expats, including documentation and communication with relevant government authorities.
- Ensure timely and accurate processing of visa applications, renewals, and other visa-related documents.
- Stay up to date with changes in immigration laws and regulations and advise the company on potential impacts and necessary actions.
- Ensure compliance with local labour laws and regulations related to hiring and employment.

Onboarding and Teacher Apartments

- Develop and implement an effective onboarding program for both local and expat staff to ensure a smooth transition into the school community.
- Assist expat employees with relocation logistics, including housing, transportation, and acclimatisation to the local culture.
- Serve as the primary point of contact for expat employees regarding any apartment-related issues.
- Develop and maintain relationships with staff to ensure their needs are being met and to address any concerns they may have.

PERSONAL QUALIFICATION

- Bachelor's degree or above.
- Native Chinese speaker, proficient in oral and written English.
- Minimum 5 years of relevant work experience, leadership experience in international schools preferred.
- Ability to manage an array of responsibilities effectively without compromising on details and quality.
- Rigorous approach to problem-solving.
- Ability to prioritise workload and meet deadlines.
- Excellent interpersonal skills and the ability to communicate effectively with a diverse range of people and in cross-cultural environments.
- Strong passion for the education industry.
- Personal integrity, accountability and credibility.
- Excellent communication and interpersonal skills.
- Strong knowledge of recruitment best practices and trends.
- Mindset for continuous improvement to meet or exceed expectations.
- Ability to build relationships with stakeholders at all levels of the organisation.
- Strong analytical and problem-solving skills.
- Ability to work in a fast-paced environment and manage multiple priorities.

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