

APPLICATION PACK FOR THE POST OF

REGIONAL DIRECTOR (ASIA)

WELLINGTON COLLEGE INTERNATIONAL

Coeducational | Day and Boarding | First Class British Education for 2-18 year olds



WELLINGTON
COLLEGE
INTERNATIONAL
LIMITED

For January 2021 or as soon as available



REGIONAL DIRECTOR (ASIA)

WELLINGTON COLLEGE INTERNATIONAL

Wellington College International is a subsidiary of Wellington College in the UK, the highly prestigious independent school founded by Queen Victoria in 1859. For over 160 years, the College has been committed to providing the highest possible standards of education to young people.

Located on a stunning 400-acre parkland campus in rural Berkshire, Wellington College is one of the world's foremost co-educational boarding and day schools. Wellington College aims to provide a truly transformative educational experience, ensuring its pupils develop a unique identity inspired by intellectual curiosity, true independence, a generous and far-reaching inclusivity, and the courage to be properly and unselfishly individual.

While Wellington continues to build upon fine traditions which date back over 160 years, it remains determined to adapt its values and practices for the 21st century in a dynamic and sustainable way. Wellington is a Christian foundation, which celebrates and respects children from all religious faiths and backgrounds. A commitment to leadership, service and an international outlook lies at the core of Wellington College, which has at its heart the values, chosen by the whole community, of Kindness, Courage, Respect, Integrity and Responsibility.

In the International Schools market, Wellington College International (WCI) is proud to be recognised as a family of leading International Schools, with five schools in China and one in Thailand. This year, Wellington celebrates 10 years of its first International partnership. The first school, Wellington College International Tianjin, opened in 2011.

WCI provides a unique learning opportunity due to the breadth and depth of the education offered, which goes beyond academic success into every sphere of extra-curricular and pastoral school life.

The family of schools has three International Schools with Wellington College China (WCC), at Tianjin, Shanghai, and Hangzhou. All are among the leading International schools in their region, providing pupils with an excellent all-round education based on the same ethos and identity which characterises a Wellington education in the UK.

Wellington also provides support and has a close association with two further schools with WCC. Under the name Huili, and supported by the Huili Institute of Learning which specialises in bilingual education, the schools in Shanghai and Hangzhou offer exceptional quality bilingual education following the Chinese National Curriculum combined with the Wellington approach to holistic education. These schools are already leading bilingual education thinking both in China and internationally.

In addition to China, WCI are very proud to have opened their first international school in Thailand in 2018. Wellington College International Bangkok (WCIB) has had an incredible first year, offering exceptional education that is already recognised in the crowded international schools market in Bangkok, and making history by being the first school to achieve full COBIS accreditation in year 1.

The opportunities which arise for the staff and pupils at all schools as a result of being part of such a diverse and exciting family of schools are numerous but include exchanges, cultural trips and collaborative learning opportunities for both children and adults alike. WCI is continuing with its growth and development plans, with sights set firmly on opening new schools in Asia over the coming years.



The Post

WCI's International Director is currently seeking to recruit a Regional Director (Asia) who will take responsibility for supporting WCI's current partners and for extending WCI's interests in Asia, by increasing the recognition of Wellington College as a family of first-rate schools that are commercially successful. The role will involve supporting the International Director and Head of International Licensing with business development opportunities through the development of strategy and networking.

The successful candidate is likely to be an experienced UK and international educator and school leader, who has strong commercial and financial acumen with demonstrable knowledge and understanding of developing and implementing strategic plans. Outstanding interpersonal and communication skills will enable them to influence, negotiate and build relationships with a diverse range of stakeholders and to work collaboratively with Wellington's partners and staff. Experience of leading school start-ups and of working in Asia would be desirable.

This is a new post to be recruited to develop a WCI office in Asia and for this reason the candidate will need to be a self-starter, with initiative and energy to drive plans forward. There is flexibility as to the location of the role, although it would be expected to be based in Asia, but depending on the preferences of the appointed candidate, the post can be home-based or there is scope for discussion if they would prefer to be located in an office.

For an informal discussion about this opportunity, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616, or email at edward@lsceducation.com. To apply for the post, please visit www.lsceducation.com.



Key dates:

Closing date: 26 June 2020
 Longlist interviews: 13,14 July 2020
 Shortlist interviews: 17,18 August 2020
 Final interviews: 10,11 September 2020

Wellington Family of Schools

Wellington College: www.wellingtoncollege.org.uk
 Eagle House Prep School www.eaglehouseschool.com/

Wellington College China

www.wellingtoncollege.cn/

Wellington College International Shanghai
www.wellingtoncollege.cn/shanghai/

Wellington College International Tianjin
www.wellingtoncollege.cn/tianjin/

Wellington College International Hangzhou
www.wellingtoncollege.cn/hangzhou-international/

Huili School Shanghai
www.huilieducation.cn/shanghai-school/en/

Huili School Hangzhou
www.huilieducation.cn/hangzhou-school/en/

Wellington College International School Bangkok
www.wellingtoncollege.ac.th/

REGIONAL DIRECTOR (ASIA)

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JOB DESCRIPTION

Job Title: Regional Director (Asia)
Department: Wellington College International Limited
Reports To: International Director

Responsible For: Wellington College International Limited is responsible for enhancing the TWC brand internationally and generating revenue for TWC Bursaries. The post-holder is responsible for supporting the International Director in promoting the TWC brand overseas and developing future viable school business.

Purpose of the Position:

To support WCI's current partners and to extend WCI's interests in Asia by increasing the recognition of Wellington College as a family of first-rate schools that are commercially successful. To support the International Director and Head of International Licensing with business development opportunities through the development of strategy and networking.



Main Tasks and Responsibilities:

Academic (School Operations)

Strategic

- Leader of WCI strategy in the region
- Develop new academic management/operating models to support growth of WCI business
- Investigate alternative ways in which WCI can be a valued partner

Operational

- Act as liaison point for partners in region
- Assist partners in start-up operations by providing expert guidance
- Assist with recruiting Heads to international schools
- Represent WCI on international school boards
- Identify and recruit additional Board members to take WCI seats
- Ensure high quality governance support of WCI schools
- Oversee organisation of Annual Reviews, including being an AR lead/ team member where appropriate and follow up implementation plans and changes
- Ensure WCI fulfils its contractual obligations regarding providing professional consultancy support to our international partners



Commercial (Business Development)

Strategic

- Identify new partners and markets for potential growth of WCI business
- Identify and develop new commercial management/ operating models to support growth of WCI business
- Identify new models and markets for existing partners
- Investigate other possible revenue streams
- Investigate alternative ways in which WCI can be a valued partner

Operational

- Filter new approaches, access potential partners, oversee due diligence
- Act as main liaison point for partners
- Support in negotiations for contracts for schools
- Assist partners in start-up operations by providing expert guidance
- Ensure WCI fulfils its contractual obligations regarding providing professional consultancy support to our international partners

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.



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PERSON SPECIFICATION

Educational Attainment:

Essential:

- Educated to degree level

Desirable:

- Postgraduate teaching qualification
- Masters in Educational Leadership (or evidence of similar professional development)
- Second language

Essential Experience

- Significant experience in 3-18 school leadership in a leading school
- Significant experience in international education
- Experience of compliance and accreditation processes
- Evidence of understanding of high quality governance
- Experience of business development
- Excellent track record in delivering ambitious targets, educational and financial
- Exemplary record in managing budgets
- Evidence of building excellent relationships with potential clients
- Evidence of leading and developing high-performing teams
- Evidence of strategic planning



Desirable Experience

- Experience of setting up a new school in Asia
- Experience of working in UK Independent School
- School inspector
- School Governor
- Experience of developing curriculum and assessment standards
- Experience of mentoring school leaders
- Experience of working across school groups

Skills and Personal Qualities

- Self-motivated and able to work alone without direction and deliver desired outcomes
- Adaptable and flexible with working patterns when required
- Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Reliable and stable
- Well-developed problem-solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Committed to contributing towards the College community
- Good numeric and computer skills (Microsoft Word, Excel and Outlook essential)

Essential Values, Behaviours and Attitudes

All employees should be committed to the ethos and culture of Wellington and are expected to actively promote and demonstrate the five core values:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.



REMUNERATION PACKAGE

The successful candidate, following negotiation, will be appointed on an initial three-year contract and will need to successfully complete a probationary period. Salary and benefits are highly competitive and will be commensurate with the responsibilities of the position.



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APPLYING FOR THIS POST

Key dates

Closing date:	26 June 2020
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Final interviews:	10,11 September 2020

If you would like to have an informal discussion about this post or the school, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616 or email at edward@lsceducation.com.

If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application quoting code **WCI**
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact edward@lsceducation.com.

References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific permission to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

Data Protection

LSC Education promise to look after your personal information. Before submitting any of your personal data to us, we would encourage you to read our [Privacy Statement](#). If you have any concerns or questions about the way we use your data, please contact us at dataprotection@lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com