Job Description
Deputy Head of Primary

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 Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong.

Kindness  Responsibility  Respect  Courage  Integrity
Wellington international schools teach a curriculum based on the English national curriculum, while Huili schools 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, approximately 40% of whom are expatriates, with the majority being from the UK. 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.

**School introduction**

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the English Early Years Foundation Stage (EYFS) merged with the Chinese Ministry of Education guidelines.

In Primary School and Junior High, we follow the Chinese national curriculum, complemented by a wide range of international teaching resources and materials and taught within a bilingual learning environment. As our pupils progress to higher grades, they will study IGCSE followed by A Levels in our Sixth Form.

Huili School Hangzhou uses the unique Wellington approach to holistic education encapsulated in our five core Huili Values: Courage, Respect, Integrity, Kindness and Responsibility. These values instil the defining characteristics of the Huili Identity: Intellectual, Independent, Inspired, Individual and Inclusive.

This approach ensures our well-rounded pupils are fully prepared for acceptance into the best universities worldwide, leaving Wellington College Hangzhou equipped with the 21st century skills essential for the future.

Our expansive campus covers over 74,000 square metres and hosts a range of custom built, state-of-the-art facilities. These facilities are meticulously designed to provide pupils with unparalleled academic and co-curricular opportunities. Among
these is our modern boarding house, providing comfortable accommodations for nearly 400 pupils. We have a multi-purpose indoor sports hall with spectator gallery, a 400 metre all-weather track and sports field, two swimming pools, basketball courts and a tennis court. In addition, we have a 560 seat grand theatre, dance studios and several libraries.

At Huili School Hangzhou, we are dedicated to nurturing young minds, fostering independence and wholeheartedly embracing diversity.

**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](https://www.wellingtoncollegechina.com/career-development).

Wellington College China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 3 years running.
Role Description

JOB TITLE
Deputy Head of Primary

DEPARTMENT
Academic

LOCATION
Hangzhou

LINE MANAGEMENT
Head of Primary

OBJECTIVES
Huili School Hangzhou is seeking an experienced Deputy Head of Primary to provide guidance and support to all primary school staff. The Deputy Head of Primary must provide professional and energetic leadership of learning and teaching and secure the highest quality of pastoral care, together with the Head of Primary and in association with the middle leaders.

KEY RESPONSIBILITIES
- Liaise with administrative departments to ensure efficient administrative management of the school
- To be a figurehead in the promotion of Wellington College Bilingual Hangzhou its aims, standards and ideals and to model these both in the school and in the wider community
- Report to the Head of Primary on all issues relating to the efficient management and organisation of the Primary School together with the Head of Primary
- Under the direction of the Head of Primary, to be responsible for the recruitment and employment of all primary school English academic and administrative support staff
Strategic Direction/development

- Establish and implement strategic plans for leading the successful opening of the primary school
- Develop and establish culture, educational vision and direction of the school
- Work with the Head of Primary to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Work with the Head of Primary and direct the Primary School SMT to create and implement the strategic plan which identifies priorities and targets for ensuring that student achieve high standards and make progress, increasing teacher’s effectiveness and securing school improvement
- Support the Head of Primary in the management and direction of Wellington College Bilingual Hangzhou as a whole
- Lead and support Primary School Managers and staff in the process of whole school and subject self-review.
- Share responsibility for and assist where required, the Director of Admissions and Marketing in the introduction/viewing of the school by prospective parents

Teaching and Learning

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use self-evaluation to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

Leading and Managing Staff

- Establish and sustain the school’s ethos and strategic direction together with the Head of Primary and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
• Make sure these school improvement strategies are effectively implemented
• Set a good example in terms of dress, punctuality and attendance
• Uphold the College’s values and behaviour code
• Ensure staff have access to appropriate, high standard professional development opportunities
• Keep up to date with developments in education
• Seek training and continuing professional development to meet needs

**Accountability**

• Work with the Head of to provide information, objective advice and support to the School Affairs Committee (SAC) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
• Work with the Head of Primary to create and develop an organisation in which all staff recognise that they are accountable for the success of the school
• Ensure that parents and students are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school targets for improvement.
• To oversee parent-staff communications and become involved in such communications as to and when fit
• Bring to the notice of the leadership any concerns over the professional conduct of a teacher including negligence or any concern about staff relationships, teacher/parent, or teacher/student relationships

**BASIC QUALIFICATION**

**Education:** Bachelor’s degree and teaching certification

**Language:** English

**Working experience:**
• A minimum of 10 years working experience in education required
• 3 years of working in an international school desirable but not essential
• Management Experience
• A minimum of 2 years’ management experience
PREFERRED APTITUDES

• Mechanical Strong pedagogical knowledge and understanding
• Skill with words Highly fluent and personable communicator; Articulate; persuasive
• Skill with numbers Financially astute; commercially sharp
• Skill with details Detail-oriented with excellent time management and editing skills
• Ability to Build and develop relationships with a diverse range of stakeholders
• Intellectual Commercial and educational judgement combined with strong intellect and analytical ability
• Practical/constructional “can do” approach/pragmatic
• Community
• Appreciation& commitment to collegiate life, values& aims of Wellington College& WCC
• Globally minded

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.