Job Description

Director of Higher Education and Careers

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](#).

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
Director of Higher Education and Careers

DEPARTMENT
Academic

LOCATION
Hangzhou

LINE MANAGEMENT
Head of Senior Schools

STRATEGIC MATTERS
- To assist the Head of Senior Schools to develop the strategic leadership of the Sixth Form.
- To develop, implement and oversee a careers and higher education programme for the Senior School.
- To promote the culture of the College encapsulated by the Wellington values and identity.

KEY RESPONSIBILITIES
- Develop an effective programme of higher education and careers education for all pupils in Senior School.
- Provide advice and expertise to pupils, parents and staff on subject choices and university applications to different parts of the world, including the UK and USA.
- Plan and deliver university fairs and speakers.
- Line manage and support the university counsellor team.
• Develop a strategic overview of the university application system in relation to Wellington College aims and objectives.
• Define, in consultation with the Master and Head of School, aspirational targets for pupils at different stages of their education.
• Establish effective collaborative working relationships with other schools and universities throughout the world.
• Source, develop and utilise resources for the Sixth Form and careers programme.
• Contribute to the marketing of the College through publications, workshops and the establishment of effective relationships with all key stakeholders.
• Maintain appropriate records to enable reports, references and recommendations to be written.
• Train and develop key staff to assist pupils with their university applications.
• Develop a programme for the most able pupils aspiring to apply to top universities around the world.
• Organise and advise on preparation courses for university entrance tests such as the SATs and ACTs.
• Ensure that relevant and up to date information is disseminated to pupils, staff and parents.
• Manage the department’s budget and ensure availability of a range of resources for pupils, staff and parents.
• Present to pupils, parents and staff during workshops, assemblies, meetings, options evenings and other school events.
• Lead on our alumni "We Connect" platform.

**BASIC QUALIFICATION**
- Bachelor’s degree or above.
- Business level spoken and written English.

**EXPERIENCE**
- A minimum of 5 years working experience in senior school.
- A minimum of 2 years’ experience within a role offering HE and careers advice.
- Experience of IGCSE and the A Level programme.
EXPERTISE
• Broad knowledge of the senior school education system.
• Excellent knowledge of international university application systems and recent trends in admissions.
• Excellent knowledge of IGCSE and the A Level programme.
• An appreciation of bilingual education approaches and models, or the desire to develop appreciation and expertise.
• Ability to deliver CPD to staff.

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 data 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 be an advantage.
• Experience within a start-up environment would 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.