



## WELLINGTON COLLEGE INTERNATIONAL SHANGHAI

### POSITION:

#### Head of Senior School

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#### ABOUT US

One of the fastest growing and most successful schools in Shanghai, Wellington College International Shanghai opened in August 2014 and is located in the New Bund area. It is a fully co-educational day school with over 1,300 pupils, aged 3 to 18 years old.

Embracing the ethos of our prestigious and progressive partner, Wellington College in the UK, we aspire to create a caring, accepting and aspirational community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing world.

Our vision in Shanghai is to inspire pupils to become Intellectual, Independent, Individual and Inclusive – this is the foundation of our Wellington Identity. We achieve this through holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond their time at the College. We expect every member of staff to help pupils reach academic excellence and to foster their personal development through our expansive co-curricular activity programme.

With a large, attractive, state-of-the-art campus, Wellington offers staff plenty of opportunities for professional learning and career development. You will lead a team of professionals drawn from across the globe, but mostly from the UK, who enjoy sharing their extensive experiences from a diverse range of academic and business backgrounds. Our close ties to Wellington College UK and our membership of the

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thriving Wellington College China group give staff members many other opportunities for career and professional development.

### The Curriculum

We deliver the English National Curriculum, which, in the prep school, is creatively interlinked with the international primary curriculum (IPC). This leads to IGCSE at 16 and the International Baccalaureate Diploma Programme (IBDP) at 18.

Early Years includes nine nursery and reception classes in a purpose-built centre, separate from but located near the main campus. Early Years pupils follow the English Early Years curriculum. The Prep School runs from year 1 to year 8 and is based on the English National Curriculum, suitably enhanced and taking into consideration our international context and the needs of our pupils. These years provide a secure and purposeful start in a stimulating learning environment to ensure that everyone gets a solid grounding in the basic skills.

The number of lessons taught by subject-specialist teachers increases gradually through the years to help pupils make informed choices about their future subject options. The Senior School commences with the English national curriculum in year 9, leading to the two years of IGCSE in years 10 and 11. Most pupils progress to take the International Baccalaureate Diploma Programme (IBDP) in years 12 and 13, leaving them extremely well prepared to apply for world-class university courses and future career paths.



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**BASIC INFORMATION**

<b>JOB TITLE</b>	Head of Senior School	<b>DEPARTMENT</b>	SLT
<b>SUPERVISOR</b>	Master		
<b>TEAM</b>	Senior School SMT		

**OBJECTIVES**

The Head of Senior School is a key senior leadership role which will play a pivotal part in the strategic development of Wellington College International Shanghai.

The postholder will inspire pupils and staff to become part of a world-class high school. They will work with colleagues and pupils in order to support outstanding outcomes academically, pastorally and professionally. They will work particularly closely with the Head of Early Years and Head of Prep to ensure the school retains a 'through school' feel.

The Head of Senior School is expected to play a key role in the strategic development of the school, supporting the overall Master in this aim. They will be a member of the school SLT alongside the Master, Bursar, Head of Early Years, Head of Prep and Directors of Admissions and Marketing. The Head of Senior School will also be the person the Master entrusts with the day-to-day running of the Senior School and will engage with pupils, staff, parents and governors.

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



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The school is looking to appoint an individual who embodies the five Wellington values:

**Respect:** The ability to command the respect of pupils, colleagues and parents: A mutual respect for all those involved in the Wellington School community; and, given our bilingual context, particular respect for pupils, parents and staff of all backgrounds.

**Kindness:** Acting with kindness: Taking care with communication, working well with colleagues, pupils and parents and managing sensitive and difficult situations to effect

**Integrity:** A high level of personal integrity befitting a public figure in the Shanghai community: A sense of fairness and equal treatment for all.

**Responsibility:** Being a role model for others in the organisation: Taking ownership.

**Courage:** The ability to admit mistakes and learn from them: A growth mindset; strength in difficult situations; finding solutions and making decisions that have integrity and equity, even if they are not always the easiest option.



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**KEY RESPONSIBILITIES:**

**STRATEGIC MATTERS**

1. To develop the strategic leadership of the Senior School
2. To play a major role in establishing the aims and objectives of the school
3. To implement and review all Senior School policies and strategic plans in consultation with the relevant members of the SMT
4. To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all; demonstrating the vision and values of the school in everyday work and practice; motivating and working with others to create a shared culture and positive climate
5. To provide professional leadership and management of teaching and learning throughout the Senior School in partnership with the SLT
6. To ensure that teaching secures high quality learning for all pupils and that progress of all pupils is measured
7. To access support from Central Office, in agreement with the Master, as and when needed
8. To support the Board, as required, with the setting of developmental KPIs and reports.

**LEADING PEOPLE**

1. To sustain effective, positive working relationships with all staff, pupils, parents and the local community.
2. To be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
3. To possess good communication skills and be willing to adapt to the demands of a

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diverse, international environment.

4. To be able to provide support and guidance for all members of the Senior School in academic and pastoral matters.
5. To develop those around them through appropriate distributed leadership and encouragement of agency, whilst offering support and guidance when needed.
6. To value appraisal and the opportunity it affords to develop staff, collaborating with Central Office HR on talent development initiatives.
7. To be able to teach high ability classes using a variety of styles to create appropriate learning opportunities for all pupils.
8. To coordinate strong links with the Head of Prep in order to support an effective transition programme into the Senior School
9. To collect and disseminate all information relating to the Senior School for use in marketing, information forum and so forth.
10. To develop a positive culture, through an ability to understand people, between the Senior School, the wider school community, other schools in the group and the Central Office.

### **ACADEMIC LEADERSHIP AND MANAGEMENT**

1. To lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching.
2. To support the continued development of excellent teaching in Wellington; remaining open to changes in pedagogy whilst embedding best practice as it arises.
3. To oversee the process of setting academic targets for Senior School pupils and to work towards their achievement.
4. To work with the academic teams in monitoring pupil progress and achievement,

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including planning for and implementing interventions and extension, via regular pupil progress meetings.

5. To assist with the collection and use of school data (where appropriate) internally to support pupil development and externally for a wider group of stakeholders, including governors.
6. To work with other senior staff in ensuring pupils are well prepared for university entrance or a career entry point.

### **FURTHER RESPONSIBILITIES**

1. To lead the Senior School senior management team (SMT)
2. To achieve the highest standards of performance and self-discipline amongst the Senior School teaching and non-academic staff
3. To draw-up the Senior School academic calendar, in consultation with the relevant members of the SMT
4. To develop positive parental relationships and manage parental concerns and communications, in conjunction SMT and SLT colleagues.
5. To lead on disciplinary matters relating to all students within the Senior School
6. To ensure that the students abide by the uniform regulations and reflect credit on the school through their appearance and behaviour
7. To work closely with the HR team to implement recruitment strategy to achieve hiring targets for academic staff and support with non-academic administrative staff
8. To contribute to and work with the Master to develop the induction programme for new staff
9. To work closely with the Director of Admissions and the Director of Marketing to develop effective and innovative forms of pupil recruitment, including scholarships, and retention.

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10. To contribute to parent information sessions and community events to raise awareness and promote the school





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**JOB QUALIFICATIONS**

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Bachelor's degree or above Postgraduate teaching qualification or equivalent
	<b>Language</b>	Native English speaker
<b>EXPERIENCE</b>	<b>Working Experience</b>	Minimum of 10 years' experience in education
	<b>Management Experience</b>	2 plus years Senior Leadership
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Broad knowledge in the secondary school education system including curriculum design and staff development</li> <li>• Experience of UK and IB Curricula</li> <li>• Experience of working with others to guide pupils to enter top universities</li> </ul>	
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment</li> <li>• Strong grasp of international best practices in education</li> <li>• Strong passion for education and pleasure in working with young people</li> <li>• Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on analysis</li> <li>• Personal integrity, accountability and credibility</li> <li>• Strong mindset for continuous improvement to meet or exceed expectations</li> <li>• Commitment to quality and attention to detail</li> <li>• Demonstrate competence in areas such as IT, budgeting, personnel development and information systems</li> </ul>	

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