



WELLINGTON COLLEGE  
INTERNATIONAL  
HANGZHOU



Assistant Headteacher-Primary School

Job description

Wellington College International Hangzhou





## ABOUT US

Wellington College International Hangzhou is the 13th member of Wellington College family worldwide and the international school of first choice in Hangzhou. We offer a uniquely British style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We follow a world class curriculum based on the English National Curriculum which naturally leads into IGCSE and A Level qualifications in the Senior School. Our students will go on to attend the best Universities in the UK, the US and beyond to continue their studies. As with all Wellington College schools, the Wellington Values and Identities form the core of a well-being focussed education, delivered by our team of highly trained, expert and enthusiastic teachers.

The Wellington College Hangzhou campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

## OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

# BASIC INFORMATION

## JOB TITLE

Assistant Headteacher

## DEPARTMENT

Academic

## SUPERVISOR

head of Primary

### Summary:

To work with the Head of Primary in all aspects of leadership and management and to take responsibility for managing and leading on school improvement across Y1- 6.

### General Responsibilities:

The Assistant Headteacher is to take a central role in assisting the Head of Primary and working closely with the Deputy Head of Senior school (Y7-Y10) to develop our school in accordance with its shared values and our school development plans.

The Assistant Headteacher is to experience across the primary age range, an experienced curriculum and team leader, a leader in teaching and learning, leader of a core subject and a key person in curriculum development. The Assistant Head Teacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head of School and Deputy Head of Senior in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.

The Assistant Head Teacher will lead by example of their practice, and by positively encouraging and supporting all members of staff.

### Specific Responsibilities:

The Assistant Headteacher will be a non-teaching post but will be expected to model teaching and learning in classrooms. They will teach classes to model good practice, develop relationships, support training and development and ensure 'quality teaching first' and secure the smooth running of the school.

The Assistant Headteacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head of School and the Deputy Head of the Senior school (Y7-10) in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies. The Assistant Headteacher will lead by example of their practice, and by positively encouraging and supporting all members of staff. They will ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

In particular, the Assistant Headteacher will be required:

### Leadership and Management:

- Have responsibilities in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
- Work in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate.
- Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Work on the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in international benchmarking tests, internal assessments including those at the end of each key stage.
- Support the Head of Primary to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
- Assist in the line management of classroom-based personnel including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high quality interventions and support for children's progress, achievement, well-being and good behaviour.
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards
- Assist in the line management of classroom-based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, wellbeing and good behaviour.

### Leadership and Management:

Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework

- Have an excellent track record of teaching across the Primary age-range and be able to model this to colleagues, have experience of observing colleagues, giving effective feedback and implementing effective development plans that demonstrate positive impact.
- Ensure that learning is at the centre of strategic planning and resource management. Promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Support the creation of responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively

support the learning of others.

- Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across Y1-6. This will include agreeing and articulating high expectations and setting stretching targets for the whole community
- Ensure the effectiveness of teaching and learning including teachers' planning, monitoring planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

#### Strengthening Community:

- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' learning and achievement.
- Contribute to the development of the school as a community within the community; strengthening partnerships with families, our local and wider community, other schools.
- Contribute to the development of the school by promoting innovation.
- Contribute to policies and practices which promote child protection and safeguarding

#### Other Duties and Responsibilities:

Any other duties that the Head of Primary may from time to time ask the post-holder to perform.

To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.

#### Person Specification for the Assistant Headteacher Leader of Learning and Achievement

##### Experience:

- Significant experience of working as a key curriculum leader in a primary school.
- Evidence of being an excellent classroom practitioner in a primary school.
- Evidence of improving pupil progress and outcomes
- Experience as a current or recently practicing leader

- Experience of implementation/development plans that demonstrate impact
- Experience of working with children across the primary age range
- Experience of being a performance manager
- Experience of delivering training for others
- Experience observing and feeding back to teaching and support staff

#### Qualifications or Training:

- Qualified teacher status
- Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management eg NPQSL/Senior leader training
- To be at least level 2 Child Protection trained

#### Skills:

- Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour
  - Able to work as part of the senior leadership team and take responsibility
  - Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals and colleagues.
- Excellent written and verbal communication and able to help the school raise standards of achievement.
- Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos.
  - Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps (e.g. Lesson Observations, work samples..)
  - Confident in use of ICT as a teaching, learning, communication and administrative tool
  - Able to multi-task and to effectively manage a wide and extensive portfolio
  - Be pro active, innovative and resilient
  - Keep up to date with new educational trends

#### Personal Qualities & Attributes:

- Display school values on a day to day basis
- Lead with integrity

- Creative, warm, engaging, transparent and intelligent
- Well organised, calm and very positive, confident and assuring
- Able to quickly engage and build appropriate relationships with children
- High levels of emotional literacy
- Able to lead, encourage, inspire, motivate staff
- Dependable and reliable, with an excellent record of attendance
- Willing to go the extra mile, have high levels of stamina, energy and determination
- Effective team leader/member and a model of professionalism
- Flexible, able to respond quickly to changes and think on your feet

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellington-college.cn](mailto:jobs.hangzhou@wellington-college.cn). Please note that any application with missing materials will not be considered.

*Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.*