



HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: Deputy Head of Primary

ABOUT US

Wellington College China is excited to welcome another member into its family — Huili School Nantong. Aligned with Wellington College in England's five core values of Courage, Integrity, Kindness, Respect and Responsibility, Huili School Nantong adheres strictly to Huili's vision to cultivate talent through Virtue, Kindness and Integrity. The school is committed to providing a world-class bilingual education to Chinese pupils aged 3 to 18, instilling in them with the five characteristics of the Huili Identity: Inspired, Intellectual, Independent, Individual and Inclusive. Huili School Nantong will encourage its pupils to become outstanding Chinese nationals with a well-rounded, global perspective.

Offering a complete 15-year education system, Huili School Nantong has a total planned area of 80,000m² and will start admitting pupils in September 2022. Having an enrolment capacity of over 2000, the school also offers boarding options for approximately 900 pupils, starting from Primary School age. Huili School Nantong adopts the same Victorian architectural style as Wellington College in England with teaching areas, boarding accommodation, school halls, a library, an indoor sports hall, a swimming pool and outdoor football and rugby pitches. All facilities are designed to resemble its premium British counterpart.

Thanks to the network of talent Wellington College China has developed over the past 10 years, Huili School Nantong will have the organisation's full support in assembling an outstanding academic team and a top-quality learning environment.

This job description is a fluid document, and the list of responsibilities should not be seen as absolute. As this is a new and growing school, the job is likely to evolve. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate.

BASIC INFORMATION:

JOB TITLE	Deputy Head of Primary
DEPARTMENT	Academic
SUPERVISOR	Head of Primary
OBJECTIVES	

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 Key Stage Coordinators and subject leaders. The Deputy Head of Primary will provide guidance and support to all Primary School Chinese staff.

KEY RESPONSIBILITIES:

- Establish a strong foundation team, lead on developing Chinese curriculum content and resource the school.
- Direct Chinese curriculum coordinators to ensure continuity and progression throughout the school.
- Liaise with administrative departments to ensure efficient administrative management of the school.
- To be a figurehead in the promotion of Huili School Nantong aims, standards and ideals and to model these both in the school and in the wider community
- Offer direction and support to Primary School Chinese subject leaders when aspects of financial responsibility are delegated to them.
- Report to the Chinese Principal and the Head of Primary on all Chinese curriculum and staff related issues of the Primary School.
- Under the direction of the Chinese Principal and the Head of Primary, to be responsible for the recruitment and employment of all Primary School local 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 Chinese Principal and the Head of Primary in the management and direction of Huili School

Nantong as a whole.

- Lead and support Primary School local staff in the process of whole school and subject self-review. To mentor Primary School Chinese coordinators and subject leaders.
- Share responsibility for and assist where required, the Directors of Admissions and Marketing in the introduction/viewing of the school by prospective parents.

Teaching and Learning

- Lead on developing policies and curriculum content in preparation for the opening of the college.
- Establish and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, and high standards of achievement, good behaviour and discipline.
- Help teachers work collaboratively in a Co-teaching relationship with their international partners by providing training, set up Co-planning meetings, organising team building activities together with the Head of Primary.
- Coordinate and advise Chinese teaching staff on required stage of curriculum development, such as schemes of work, lesson plans, teaching methodology.
- Together with the Chinese subject leaders, analyse effectiveness of instruction at each level, identify areas for improvement, and make recommendations for improvement.
- Assist with the review of students reports, including checking Chinese teachers' grades and comments for accuracy and reliability.
- Together with the Chinese subject leaders, monitor assessment of students, including the validity and regularity of exams and other assessment instruments.
- Provide effective links with the community to extend the curriculum and enhance teaching and learning.
- Maintain an effective partnership with parents to support and improve students' achievement and personal development.
- Ensure that professional development opportunities for all staff are linked to individual and school needs through performance management and the school development plan.
- Work with the coordinators and subject leaders to ensure that the Primary School curriculum and timetable are suitable for the College's standards of teaching and learning, and direct any necessary alterations to the timetable ensuring they are implemented and communicated effectively.
- Review daily cover for absent Chinese teachers, assigning internal coverage.
- Keep an accurate record of Chinese staff absence and communicate this to the Head of Primary and the Chinese Principal.
- Teach one subject to one class.

Leading and Managing Staff

- With the Chinese Principal and the Head of Primary, implement and sustain effective systems for the management of Chinese staff performance, incorporating appraisal and objective setting through the performance management for teachers, participate as a performance reviewer.
- Help monitor that all Chinese staff carry out their supervision duties, including, but not limited to, lesson preparation and delivery, the timely marking of student work, the accurate recording of marks in database, and the submission of high-quality report comments.
- Be responsible for whole school development/improvement within the Primary School, (professional development) leading and advising staff as and when necessary.
- Contribute to Chinese staff development activities.
- With the Head of Primary, take the lead in the organization of new staff induction days, professional development during the school year, and the final days for staff.
- Work with the Head of Primary to coordinate external professional development workshops, courses, or other opportunities to improve staff training and development.
- Understand the expectations of others, including subject managers and coordinators and ensure that less experienced Chinese teachers are appropriately monitored, supported and advised.
- Sustain own personal motivation and that of other staff.
- Draw up the timetable for the Primary School with regard to specific curriculum needs, liaising with staff where necessary.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the College's values and behaviour code.

Efficient Deployment of Staff and Resources

- Recruit Chinese staff to meet the curriculum requirements for the Primary School.
- Assist the Head of Primary to manage the budget for professional development throughout the Primary School.
- Assist the Head of Primary to manage the budget for educational resources throughout the Primary School.
- Help acquire necessary resources through liaison with the head of primary and other members of primary staff. This includes teaching aids, furniture, subject equipment and consumables.
- Review all publications of school and its department for consistency and image prior to their submission to the Chinese Principal.
- Review all stationary supplies orders before the requests are submitted to the Head of Primary.
- Direct deployment of Chinese staffing and manpower throughout the Primary School.
- Ensure policies, practices and parental communications are established and maintained to support the physical, emotional and social development of the individual student.
- To implement and monitor the general policies, including those for Behaviour, Antbullying, Discipline

and Child Protection within the Primary School.

Accountability

- Work with the Head of Primary 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 Chinese Principal and 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.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Bachelor of Education or a subject degree plus PGCE Qualified Teacher Status (QTS) or equivalent
EXPERIENCE	A minimum of 2 years management experience
EXPERTISE	In-depth knowledge of your teaching specialism
PREFERRED APTITUDES	Ability to assess pupils' interests, needs and developments Ability to administer and develop a curriculum Embody the Huili Values Technical literacy with proficiency in Microsoft Office Cross-cultural work experience is preferred

To apply for this position, please complete the [online application form](#) (in English). You will also be asked to attach your **CV** and cover letter, so we recommend having those ready in **Word or PDF** format. Please note that any application with missing materials will not be considered.

Huili School Nantong is totally committed to safeguarding the welfare of children 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.