



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



南通惠立学校
HUILI SCHOOL NANTONG

POSITION:

Head of Early Years

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 world-class bilingual education for 3 to 18-year-old Chinese pupils, and hopes to instil them with the five characteristics that make up the Huili identity of being 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 expects to start admitting Chinese nationals in September of 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 amassed over the past ten years, the new Huili School will have the organisation's full support as it aims to provide an outstanding academic team and a top-quality learning environment for Nantong pupils when it opens.

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BASIC INFORMATION:

JOB TITLE	Head of Early Years
DEPARTMENT	Academic
SUPERVISOR	Principal
OBJECTIVES	

The Founding Head of Early Years will lead on preparations for the school opening in August 2022. This will comprise working closely with other members of the founding team to ensure Early Years school recruitment, resources, curricula and admission are successfully completed. As a founding member of the senior leadership team (SLT), the Head of Early Years will need to display dedication, flexibility and the capacity to lead teams and solve problems.

KEY RESPONSIBILITIES:

1. Report to the Master on all issues relating to the efficient management and organisation of the Nursery.
2. Provide strategic direction and leadership to the Nursery.
3. Control budgets and finances within the Nursery and offer direction and support to Nursery School coordinators and subject leaders, as when aspects of financial responsibility are delegated to them.
4. Review and produce all materials to inform all stakeholders and prospective pupils.
5. Ensure the school curriculum is of an excellent quality.
6. Provide advice and guidance on the best educational learning environments, indoors and outdoors and resources for young children.

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7. Serve as an instructional leader to develop a system for continuous improvement of teaching and learning.
8. Ensure an orderly, stimulating and motivational culture with a strong sense of school community.
9. Establish a strong understanding of Wellington College and its ethos and traditions.
10. Once open, review operating budgets and provide financial accountability.
11. Once open, manage the school in a fiscally responsible manner.
12. Ensure that the physical resources of the Nursery are utilised as effectively and efficiently as possible.
13. Ensure the provision of high-quality learning through excellence in service delivery and performance management of people and resources.
14. Manage the budget for professional development throughout the Nursery.
15. Manage the budget for educational resources throughout the Nursery.
16. Direct recruitment and on-going deployment of staffing and manpower throughout the Nursery.
17. Ensure policies, practices and parental communications are established and maintained to support the physical, emotional and social development of the individual student.
18. Be accountable for the compliance of all local and any national regulations with regards to Early Years education, in collaboration with the Chinese Deputy of EY.
19. Implement and monitor the general policies, including those for Behaviour, Antibullying, Discipline and Child Protection within the Nursery.



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Leadership

1. Work with the Master and direct the Nursery middle leaders to create and implement the strategic plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teacher's effectiveness and securing school improvement.
2. Support the Master in the management and direction of Wellington College as a whole.
3. Lead and support middle team leaders and subject co-ordinators in the process of whole school and subject self-review. To mentor all team and subject leaders in their role and signpost them to any relevant CPD which is aligned to the nursery's strategic plans for improvement.
4. Work with the Master 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.
5. Take personal responsibility for improving children's eagerness to learn and mitigating the problems they face, with a responsibility to oversee the provision of education for those children who have a special educational need.
6. Develop and maintain respect across all stakeholders, inspire individuals to contribute positively to shared ideas and plans for the school.
7. Set the tone and model the values of the school.
8. Share responsibility for and assist where required, the Director of Admissions in the introduction/viewing of the school by prospective parents.

Educational Attainment And Delivery

1. Create a culture and environment in which young children thrive and thus drive up educational standards and improve outcomes for all.

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2. Ensure that a modern, 21st century bilingual curriculum is developed and delivered through effective learning and assessment practice.
3. Drive innovation in education, ensuring that the school is able to respond to a changing external environment and that the skills, learning and aspirations of the pupils are developed and enhanced at all key stages.
4. Ensure that a high quality education experience is available for all pupils who attend the school.
5. Nurture and develop the Wellington Identity through utilising the Wellington aptitudes that lie within each child and ensure this philosophy underpins a personalised learning approach whilst also promoting the Wellington Core Values.

Teaching And Learning

1. 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.
2. Report and monitor the standards of teaching and learning.
3. Provide effective links with the community to extend the curriculum and enhance teaching and learning.
4. Maintain an effective partnership with parents to support and improve pupils' achievement and personal development.
5. Ensure that professional development opportunities for all staff are linked to individual and school needs through performance management and the school development plan.
6. Keep an accurate record of staff absence and communicate this to the relevant administrative departments.



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Partnerships

1. Work in partnership with parents to raise educational standards, promote lifelong learning, and improve outcomes for all.
2. Remain corporate at all times, promote and protect the reputation of Wellington.
3. Support and develop public service, internationalism and social enterprise activities.

Resources And Performance Management

1. Deliver effective operational management for the school within the Nursery budget and in accordance with financial probity.
2. Implement a performance management framework for the delivery of high quality services through high quality people performance.
3. Work to, and report on, targets for achievement and operation of the school, and personal targets as agreed by the School Affairs Committee.
4. Set high standards and expectations for personal, children, staff and committee members' behaviours and actions in support of the achievement of the school's intended outcomes.
5. Recruit, manage, develop and motivate a committed, effective and diverse workforce that has a clear understanding of the vision of the school and where individuals have personal role clarity enabling and promoting high quality learning.
6. Develop strategic approaches to support and monitor positive transformational change across all aspects of school life.
7. Ensure the organisation structure and ways of working support effective education and learning.



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8. Act in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.



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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Honors Degree, PGCE/QTS; Master Degree preferred
	Major	Education
	Language	English
EXPERIENCE	Working Experience	A minimum of 10 years working experience in education required
	Management Experience	A minimum of 5 years' experience in leading a school in senior level and large financial budgets
EXPERTISE	<ul style="list-style-type: none"> • Knowledge of UK education system • Understanding of international independent education 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Innovative, creative problem-solver • Strong emotional intelligence • Reliable, tenacious and self-motivated • Culturally sensitive • Passionate about quality with an eye for detail and a restless desire to reflect and improve • Financially astute and commercially sharp • Highly influential and personable • Articulate and persuasive • Globally minded • Flexible and able to think on his/her feet. 	