

POSITION: Assistant Head of Primary-Operations and Development

ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

Basic Information			
JOB TITLE	Assistant Head of Primary: Operations and Development	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Head of Primary		
ANNUAL LEAVES	According to School Calendar		

THE ROLE

The Assistant Head of Primary: Operations and Development, reports directly to the Head of Primary and is a member of the Primary School Leadership Team and Primary School Executive.

The Assistant Head of Primary will lead the school's data team, co-curricular development team and staff development team. The role will have oversight of the school's forward planning for day-to-day operations ensuring that leadership in this area has a systemic focus. The Assistant Head of Primary: Operations and Development will objectively assess school effectiveness, build networks, enhance collaborative structures and make connections beyond the school to influence and further enhance educational impact.

The Assistant Head of Primary: Operations and Development will assume shared responsibility for maintaining and driving forward the Primary School's Strategic Change and School Improvement Plan, including the leadership of key projects that span the breadth of the School. As a member of primary school leadership team, it is essential that the successful candidate be able to work positively and collaboratively with the other team members and counterparts within the secondary school; offering support and seeking to ensure consistency and continuity of approach within the School.

The Assistant Head of Primary: Operations and Development will be exceptionally well qualified, imaginative, collaborative and ambitious to make a difference. They will have had previous leadership experience. They will be a proactive leader: seeking to optimise staff individual and group development and innovation. They will work in a way that models to others the expectation to strive for high levels of achievement as well as high levels of moral and ethical standards. Building trusting relationships, talking optimistically about the future, demonstrating a strong sense of purpose and helping others to develop their strengths will be evidence of the Assistant's ability to lead within the School community.

KEY RESPONSIBILITIES

To foster and support school culture focused on learning and the ongoing building of educational aspirations

- articulate and model high expectations for students and staff
- encourage collective responsibility for learner outcomes
- continually develop the collaborative structures within the school to support holistic knowledge of and care for students

- actively seek ways to support purposeful collaboration between members of the leadership team emphasising the importance of their inter-dependence
- coordinate implementation and ongoing review of the school development plan
- coordinate the various actions linked to the school's annual review process, enabling informative and effective collaboration with key stakeholders
- model exemplar teaching

To support and enhance student learning and academic performance

- lead the development of across department assessment and reporting practices built on reliable and valid assessment strategies and currency of educational research
- coordinate the implementation of the school's annual screening/assessment process and ongoing diagnostic assessments
- interpret and make available information from the school's annual screening/assessment process to school leaders and teaching teams to inform practice and resource allocation
- establish and support a process for schoolwide student intervention identification and resource allocation
- coordinate interventions for academic and social development, adopting a holistic view
- lead the primary school data team in its role of collecting, collating, analysing, interpreting and actioning data to enhance student learning outcomes

To coordinate the process and systems that foster teacher professional growth and development

- establish a strong vision and direction for professional learning that is evidence based
- contribute to providing high-quality professional learning
- assist in the establishment and support of peer and self-evaluation within the teaching body
- coordinate the provision of learner focused feedback for all staff
- embed the Huili teaching and leadership standards and means for self-reflection and goal setting
- facilitate and oversee the implementation of the primary school's professional learning program
- establish strong and effective links with the school's human resource management department to assist with staff recruitment and induction
- implement and oversee a positive, informative and motivating teacher appraisal process
- facilitate the inclusion and mentoring of trainee teachers
- oversee internal and external teacher award and recognition programs
- coordinate recruitment systems for Primary School positions, including induction, mentoring, appraisal and probation procedures
- provide guidance for whole school approaches dedicated to maintaining staff care and wellbeing
- provide guidance and training for the Primary School Leadership Team in matters related to the application of Human Resource systems and policies
- , assist the Head of School in overseeing staff grievance and performance management processes
- promote the celebration and recognition of staff for their achievements
- promote a strong sense of collegiality and collaboration amongst the staff, in particular across cohorts, departments and campuses

To develop and oversee the school's co-curricular learning program

- collaborate with other key school leaders to create a vision for the school's CCA (co-curricular) program
- provide learner focused feedback to educators responsible for offering CCA programs

- enable ongoing refinement and development of the CCA offerings; proactively liaising with other school leaders to create a well-rounded and balanced offering
- further enhance the quality of teaching and learning within the CCA program to ensure it is commensurate with that of other parts of school life
- lead the scheduling, staffing and program offering of the CCA program
- work in close partnership with other members of the school team to ensure a highly regarded and impactful CCA program is delivered

Undertake shared oversight of the successful daily operation of the Primary School, ensuring a safe learning environment for all

- coordinate and oversee staff cover
- oversee the administration of the Primary School calendar
- devise and maintain a successful communication plan for both internal communication and communication with the broader school community
- provide overall responsibility for the key across-school events as identified each year
- adopt a proactive approach to forward planning and systemising the routines and mechanisms that enable smooth, known and efficient school operating systems
- manage effective budget processes

As a member of the Primary Leadership Team and Primary Executive Team, the Assistant Head is also expected to:

- represent the School at School and community events
- seek and develop opportunities for positive collaboration with other schools
- participate in the School's student admission and staff recruitment processes
- participate fully in leadership team activities, meetings and professional development
- take a high-profile leading role in setting a positive tone amongst students, staff and parents
- participate in the co-curricular life of the School (CCA)
- undertake teaching requirements as outlined by the Head of Primary
- model exemplary teaching practice
- safeguard and promote the welfare of children
- support the School's aims and objectives
- undertake additional training and responsibilities beyond regular school hours as deemed appropriate

The Assistant Head will be required to carry out other duties as the Head of Primary may necessitate and as the role evolves.

JOB QUALIFICATIONS

The successful candidate will be:

- a strong academic leader with a successful record of delivering innovation in learning and achieving outstanding academic results
- an exceptional teacher with the ability to inspire and motivate
- deeply knowledgeable about curriculum and effective teaching and learning strategies from Grade 1 to Grade 5 with the capacity to lead others
- a skilled conceptual thinker who can contribute to the generation of progressive new strategies for the School

- effective in implementing initiatives, delivering projects, managing change and building stakeholder support
- experienced at developing academic pathways to maximise the talents and full potential of all students
- committed to the professional development of themselves and their staff
- committed to managing a breadth of activities that engage and enliven students' curiosity and enjoyment of learning
- a sound and efficient administrator with strong organisational skills, administrative abilities and effective communication skills
- respected for their integrity, engagement, commitment, and initiative
- organised, energetic and self-directed
- committed to the full life of an independent day school and willing to engage in school activities including, within reason, after hours, on weekends and in school holidays

The successful person must have:

- excellent written and spoken English and effective interpersonal communication skills (native English speaker)
- excellent technological literacy across a range of applications
- a relevant tertiary degree and teaching qualification
- proven experience to develop innovative academic pathways to achieve outstanding academic results for all students
- the ability to work collaboratively with other members of staff
- an applied understanding of concept-based learning
- high expectations for all students and staff
- efficient administrative and organisational skills.
- effective communication and interpersonal skills.
- excellent subject knowledge
- commitment to the full life of an independent school
- strong pedagogical knowledge and understanding

Preferred experience and aptitudes:

- International and bilingual school experience
- minimum of five years teaching experience
- demonstrated experience in educational leadership within a Primary School setting