

POSITION: Assistant Head of Primary: Teaching and Learning

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: Teaching and Learning	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: Teaching and Learning, provides leadership, support and expert advice in the ongoing development of the Huili curriculum and teaching and learning programs. A major focus of the role is the development of teaching staff, teaching practice, curriculum documentation and assessment practices. The position is actively involved in the strategic planning of curriculum development, supporting teachers' planning, modelling teaching methods and in the administration and oversight of effective assessment strategies.

The Assistant Head of Primary: Teaching and Learning will have proven capacity to positively influence others; leading multiple change/school development projects to effect lasting and impactful enhancement. They will also have proven capacity to devise and present professional learning series supported by professional trial, reflection, and refinement to facilitate and embed behavioural change.

The Assistant Head of Primary promotes a shared language of learning throughout Huili; promoting a teaching and learning program that enables students to demonstrate the Wellington College attributes: Inspired, Intellectual, Independent, Individual and Inclusive.

KEY RESPONSIBILITIES

The key responsibilities of the role are to:

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
- encourage purposeful collaboration through high levels of interaction between academic departments, emphasising the importance of their inter-dependence
- oversee the ongoing development of the program of inquiry and fostering of authentic cross-disciplinary learning
- lead the development of teaching and learning programs that are dynamic; showing evidence of ongoing revisions based on reliable and valid student assessment and currency of educational research

- model exemplar teaching

To support and enhance student learning and academic performance

- implement appropriate assessment, monitoring, tracking and reporting systems
- attend and assist collaborative planning meetings in support of academic leaders
- define and promote positive approaches to independent learning, study skills, development and student self-reflection
- implement appropriate programs to recognise student academic achievement
- plan for and provide learning programs to maximise students' talents and potential
- facilitate individualised support, intervention and alternative learning pathways
- advise on academic aspects of admission and participate in the admissions process
- ensure that teaching and learning programs promote bilingual learning and meet the school's literacy and numeracy needs of students

To support and enhance teacher professional growth and development in partnership with other members of the Primary School Executive team

- use evidence from student learning to identify professional learning needs
- contribute to the selection and provision of high-quality professional learning
- assist in the establishment and support of peer and self-assessment within the teaching body
- commit to providing learner focused feedback to colleagues and encourage this within the broader leadership team

To provide leadership of Primary School Heads of Department and Support the Head of Primary in leading the Primary School Leadership Team

- co-design their priorities and direction in accordance with the School's annual development plan and overall strategic plan
- monitor and support their performance and departmental development plans
- chair Pedagogical Team meetings
- oversee and co-ordinate the scope and sequence of learning within the curriculum, making authentic cross-curricular learning links
- embed an applied understanding of CLIL (content and language integrated learning) throughout the school's full academic offering
- embed an across school approach to learning based on concept-based learning and the enabling of students as their own assessors of learning
- monitor curriculum development longitudinally (for example EY4 to Grade 1, Grade 5 to Grade 6)
- advise, appraise and induct Heads of Department and facilitate their professional development
- implement and support a successful coaching program for all members of the teaching staff

To provide a breadth of academic initiatives that connects the School to the broader community

- actively seek to ensure the academic offerings of the School have an intercultural understanding and focus
- facilitate a breadth of extra curriculum experiences that build on and expand the talents and interests of students to enliven their fervour for learning
- facilitate educational connections with relevant outside agencies, universities and other schools within and beyond the Wellington College group
- promote knowledge and understanding of the school's pedagogy amongst the parent body using various strategies including the facilitation of parent workshops
- determine and develop academic policy:
- consult with the Head of Primary and Director of Studies in defining and implementing teaching and learning, assessment, staff development and other policies to enhance academic performance
- maintain registration requirements and other statutory academic policy documents, and ensure that they are known and followed

To ensure the efficient administration of the School's academic life:

- ensure efficient timetabling and allocation of Department Heads and Coordinators duties in accordance with staff teaching expectations and student learning needs
- lead the ongoing development and recording of a written curriculum on Managebac that supports high expectations for student learning
- assist in the drafting and review of academic reports for the school's Academic Sub-committee
- maintain academic records and student academic achievements, learning needs, and program provision/participation in the school data base
- conduct rigorous and fair assessments, academic competitions and moderation processes
- timely and useful analysis of results and the explicit sharing thereof
- process and distribute reports
- implement programs to encourage successful and regular parent/teaching/student exchanges
- guide the academic budgeting process
- oversee academic trips
- assist with recruitment and induction processes
- maintain, support and promote the shared collaborative learning approach of the Primary School,
- liaise with the School's Information Communication Technologies Department

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.



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- 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