



POSITION: Assistant Head of Secondary School

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 is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at Huili.

Within a culture of a shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the candidate 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 Secondary School	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Heads of School		
ANNUAL LEAVES	According to School Calendar		
MAIN PURPOSE			
To support the Heads of School in creating, developing, implementing and evaluating the vision and values of the school with a continuous focus on excellence. The Assistant Heads of Secondary School work as part of the secondary school leadership team. This job description includes all that an Assistant Head of Secondary School may have responsibility for, but the specific tasks and responsibilities will be divided between three Assistant Heads depending on the interests, strengths and capabilities of each team member.			

The school is looking to appoint individuals who embody the Huili Values:

Respect: The ability to command the respect of pupils, colleagues and parents: A mutual respect for all those involved in the Huili School community; and, given our bilingual context, particular respect for pupils, parents and staff of all backgrounds.

Kindness: Acting with kindness: Taking care with communication, working well with colleagues, pupils and parents and effectively managing sensitive and difficult situations.

Integrity: A high level of personal integrity befitting a public figure in the Shanghai community: a sense of fairness and equal treatment for all.

Responsibility: Being a role model for others in the organisation: taking ownership.

Courage: The ability to admit mistakes and learn from them: a growth mindset; strength in difficult situations; finding solutions and making decisions that have integrity and equity, even if they are not always the easiest option.

KEY RESPONSIBILITIES:

STRATEGIC MATTERS

1. To assist the Head of Junior High and the Head of High School to develop and implement strategic leadership of the Secondary school.
2. To provide professional leadership and management of specific areas throughout the Secondary school in partnership with the Senior Leadership Team.
3. To ensure that all aspects of secondary school provision secure high-quality learning and care for all pupils and that progress of all pupils is measured.
4. To promote the culture and pastoral care of the Secondary School encapsulated by the Huili Values and Identities.

LEADING PEOPLE THROUGH GOOD RELATIONSHIPS

1. Sustain effective, positive working relationships with all staff, pupils, parents and the local community.
2. Be committed to developing an integrated school culture, with parity of esteem for staff of all nationalities.
3. Possess good communication skills and be willing to adapt to the demands of a bilingual school.
4. Provide support and guidance for all members of the Secondary School in academic and pastoral matters.
5. Consistently strive for excellence and support the professional development of staff.
6. Develop a positive relationship between the school and the wider community through cooperative ventures, publications, competitions and co-curricular activities.

SCHOOL MANAGEMENT AND OPERATIONAL MATTERS

1. Assist the Head of Junior High and the Head of High School to achieve the highest standards of performance and self-discipline amongst the Secondary School teaching and non-

academic staff.

2. Manage parental and wider community communication, in conjunction with other leadership colleagues.
3. Assist the Heads of Schools with the appointment of academic and non-academic staff.
4. Contribute to and work with the Master and Heads of Schools to develop the induction programme for new staff.
5. Assist the Heads of School in managing the annual appraisal process.
6. Assist the Heads of School in promoting best practice across the school and supporting colleagues who need additional mentoring, coaching or intervention.
7. Ensure students are kept safe by developing an annual duty rota for all secondary school staff.
8. Work with department leaders to ensure cover is provided for absent colleagues.
9. Work with academic and non-academic staff to authorise and coordinate day and residential trips organised by staff.
10. Assist with the planning and logistics of whole-school events.
11. Contribute to the school's annual review process, as well as producing reports for governance meetings, as required.
12. Contribute to the development of the school development plan.
13. Line manage assigned academic departments within the secondary school.
14. Work closely with marketing and admissions.
15. Be a visible presence around school and during school events.
16. Contribute to government related matters to raise awareness and promote the school.

CURRICULUM LEADERSHIP

1. Work with the Head of Junior High and the Head of High School to establish a vision and education model for delivering an effective bilingual curriculum including the relevant mandatory elements of the Chinese curriculum, IGCSEs and the IBDP.

2. Work with the Head of Junior High and the Head of High School on developing the framework of the curriculum; including assessment structures.
3. Develop a robust secondary CCA programme with the CCA admin staff and monitor the quality of CCA provision.
4. Take responsibility for developing the secondary school timetable that meets the needs of the school.
5. Oversee the school's annual cycle of reporting to parents.
6. Organise annual parent, teacher conferences and work with non-academic staff to ensure timely communication and logistics are in place.
7. Lead and manage all aspects of internal and external examinations.
8. Lead and manage the IGCSE and IBDP option process in Grade 8 and 10.

PASTORAL LEADERSHIP

9. Keep up to date with the latest developments and best practice within pastoral care.
10. Work with the Head of Junior High and the Head of High School on developing the framework for the pastoral systems.
11. Devise an effective transition programme from primary to Junior High and from Junior High to High School and then on to university.
12. Oversee and ensure the provision of excellent pastoral care through the House system.
13. Oversee and address all disciplinary matters relating to all students within the Secondary School.
14. Oversee and coordinate the provision of pastoral intervention for pupils, including Tier 3 interventions that may require the support of outside agencies.
15. Oversee the development and implementation of the Wellbeing curriculum
16. Oversee the induction of new students at the beginning and mid-year
17. Oversee student voice and student leadership within the school

TEACHING AND LEARNING LEADERSHIP

18. Lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching.
19. Keep abreast of latest teaching and learning developments, ensuring that best practice is shared and adopted.
20. Oversee the monitoring of the quality of teaching and learning within the secondary school.
21. Create a culture of professional learning where staff engage with best practice and share ideas.
22. Support the continued development of excellent teaching at Huili; remaining open to changes in pedagogy whilst embedding best practice as it arises.
23. Oversee the process of setting academic targets for Secondary School pupils and work towards their achievement. Ensure that teachers and other staff have high expectations of pupils and what they can achieve.
24. Work with the academic teams in monitoring pupil progress and achievement, including planning for and implementing interventions and challenge.
25. Assist with the collection and use of school data (where appropriate) internally to support pupil development and externally to a wider group of stakeholders, including governors.
26. Oversee the secondary school programme of CPD and ensure it meets the requirements of the school's development plan.

BASIC QUALIFICATION	<ul style="list-style-type: none"> • Holder of Bachelor Degree or above • Native English/Chinese speaker 	
EXPERIENCE	Working Experience	<ul style="list-style-type: none"> • A minimum of 5 years working experience in secondary school • A minimum of 3 years' experience of leadership
EXPERTISE	<ul style="list-style-type: none"> • Broad knowledge of the secondary school education system including curriculum design and staff development • An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment • Strong grasp of international best practices in education • Strong passion for education and pleasure in working with young people • Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on data analysis • Personal Integrity, accountability and credibility • Strong mindset for continuous improvement to meet or exceed expectations • Commitment to quality and attention to detail • Demonstrate competence in areas such as IT, budgeting, personnel development and information systems • Experience of working in bilingual schools would also be an advantage 	