

POSITION: Head of Upper Primary

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	Head of Upper Primary	DEPARTMENT	Academic
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Deputy Head of Primary		
ANNUAL LEAVES	According to School Calendar		

THE ROLE

The Head of Upper Primary reports directly to the Deputy Head of Primary

The Head of Upper Primary has specific responsibility for the creation and maintenance of a positive culture for learning within the school and oversight of the care, wellbeing, behaviour and positive personal development of students from Grade 1 to Grade 5. The Head of Upper Primary enables learning environments to be spaces in which students feel safe, valued, and embrace challenges, and in which parent partnerships flourish. They also actively contribute to staff performance strategies and the operational systems that enhance the quality of education within the Primary School.

The Head of Upper Primary works closely with counterparts in the secondary school to ensure whole school systems, processes and policies are up-held, reflected upon and refined. The Head of Upper Primary will have line management of Year Level coordinators and work closely with the school's counselling team.

The Head of Upper Primary will be well-qualified, experienced, imaginative, collaborative and ambitious to make a positive difference to the learning culture of the school. Building trusting working relationships, talking optimistically about the future, demonstrating a strong sense of purpose and helping others to develop their strengths will be evidence of the Head of Upper Primary's ability to lead within the school community.

KEY RESPONSIBILITIES

The key responsibilities of the role are to:

Support and enhance student care, wellbeing and positive personal development

- providing leadership of the Grade Level coordinators to ensure that every student is known, respected and supported as an individual in achieving their potential
- devising a strong and distinctive school wide pastoral care system with common expectations, targeted instruction, positive reinforcement, identified support strategies and intervention processes
- working with relevant colleagues in the secondary school and broader student support team to ensure that all students have access to guidance and counselling both in handling personal difficulty and in achieving personal potential

- working with the Deputy Head of Primary in liaising with the Schools' Health Centre and the provision of appropriate medical care and response within the School
- work in collaboration with the Deputy Head of Primary to ensure targeted instruction takes place for the core learning area of personal development and wellbeing

Promote positive student behaviour and agency of learning

- reviewing, monitoring and maintaining the School's class management systems guided by the principles of Positive Behaviour Management and implementation of the Pyramid of Behaviour Intervention
- taking responsibility for behaviour investigations in accordance with the School's class management philosophy and standards
- defining the student code of conduct and supporting staff in monitoring whole school approaches for articulation and adherence with the student body
- implementation of professional learning through which staff strengthen their applied knowledge of how to successfully create and sustain a positive culture of learning and effective class management
- providing common behavioural expectations and the application of class management plans that enable students to take personal responsibility for their learning
- maintaining an attractive and stimulating physical learning environment in which student learning is visible and curiosity fostered

Contribute to teacher recruitment, induction and ongoing development

- contribute proactively to the implementation and oversight of an informative and motivational teacher appraisal process
- facilitating the inclusion and mentoring of trainee teachers/interns
- oversee teacher award and recognition programs; internally and those offered beyond the School
- assist with the coordination of recruitment systems for Primary School positions, including induction, mentoring, appraisal and probation procedures
- provide guidance for whole school approaches dedicated to the maintenance of staff care and wellbeing
- contribute to the oversight of 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

Contributed proactively to the successful daily operation of the Primary School, ensuring a safe learning environment for all

- contribute to the coordination of staff cover
- contribute to the administration of the Primary School calendar
- oversee the Primary School's compliance of emergency plans, Work Health and Safety policies, Safeguarding policy, medical policies and the like
- ensure a system to regularly review with the Primary School staff all emergency plans, Work Health and Safety policies, Safeguarding policies, and medical policies

- supervise the successful implementation of risk management and incident reporting processes
- contribute to the school's communication plan; internal communication and communication with the broader school community
- assist the Deputy to undertake responsibility for the daily operation of the Primary School

Devise and oversee the ongoing implementation of a home /school partnership strategy which

- focuses on connecting learning at home and at school
- strengthens communication avenues
- builds community and identity
- recognizes the important role of the family in a student's life
- enables consultative decision-making around key initiatives
- promotes collaborating beyond the bounds of the immediate school community
- seeks to engage with Parents Representatives positively and proactively
- promotes drawing on parental expertise in the learning environment
- offers professional development opportunities for staff members to promote successful parent engagement; including how to communicate in a manner that demonstrates value and mutual respect

As a member of the Primary School Leadership Team, the Head of Upper and Head of Lower Primary 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 process
- 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
- undertake teaching requirements as outlined by the Head of Primary
- model exemplary teaching practice
- attend school events outside of regular school hours as deemed necessary
- safeguard and promote the welfare of children
- support the School's vision, mission and purpose
- assist with recruitment and induction as needed
- effectively undertake budget management

The Head of Upper and Head of Lower Primary 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 at implementation of initiatives, project delivery, change management and at 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 academic, pastoral and extracurricular 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
- have a sharp and progressive vision of teaching and learning in a successful and dynamic school
- be committed to the full life of an independent school and willing to engage in School activities including, within reason, after hours, on weekends and in school holidays

The successful role-holder must have:

- excellent written and spoken English and effective interpersonal communication skills
- 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
- effective administrative, organisational skills, communication and interpersonal skills.
- strong pedagogical knowledge and understanding

Preferred experience and aptitudes:

- international and bilingual school experience
- minimum of five years teaching experience
- demonstrated educational leadership experience