



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU



JOB DESCRIPTION (Head of English (Secondary))
HUILI SCHOOL HANGZHOU



ABOUT US

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Huili School, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

BASIC INFORMATION

JOB TITLE

Head of English

DEPARTMENT

Academic

SUPERVISOR

Head of School

OBJECTIVES

The Head of English has the overall responsibility for the quality of teaching and learning of English and must ensure it is of the highest standard.

MAIN PURPOSE

- Overseeing the teaching and learning of the English curriculum.
- Managing curriculum developments and ensuring relevant staff are trained accordingly.
- Leading and ensuring that the examination courses are being delivered effectively and successfully, including teaching, marking and moderating.
- Tracking and reporting all data to the Head of Schools.
- Leading interventions including liaising with students, parents, Heads of School, Principal and other relevant staff.
- Overseeing all excursions and activities that relate to the subject.
- Providing an exciting environment which supports the personal and professional development of each student and member of staff. Planning high quality CPD opportunities for staff.
- Giving leadership in matters of discipline. Setting high standards and expectations of behaviour among both staff and students.
- Understanding the financial operation of a budget and liaising with the relevant link over budgetary requirements.
- Liaising with your relevant line manager on teaching timetables for your subject.
- Establishing, monitoring, reviewing and developing policy and practice to support high quality social, moral, health, cultural and spiritual provision for all staff and students.
- Maintain the Health and Safety of all colleagues and students whilst in the English Department. This includes the mental and physical wellbeing.
- Maintaining high expectations of behaviour and attitude displayed by the students.
- The implementation of all school policies, including those relating to behaviour, homework and assessment, in the best interests of the pupils.
- Maintaining strong links between each school at WCH. Through, for example, planning, moderation and curriculum development.

KEY RESPONSIBILITIES:

The Head of English has the overall responsibility for ensuring the quality and consistency of teaching, learning, reporting and curriculum development are of the highest standard. This includes:

- The tracking and reporting of all data and exam results.
- Create and oversee schemes of work, departmental policies and other documentation under the guidance and accountability of the Heads of School.
- The Head of Department will be expected to guide, support and equip departmental staff in their academic roles and where possible enable them to meet their professional goals and/or receive necessary professional training.
- Carry out lesson observations and contribute to appraisals in line with the school's observation policy and has the responsibility for the teaching and learning standards within the subject.
- The Head of Department is expected to keep abreast of UK curriculum and exam board developments and has the responsibility of ensuring the external examinations and future results are of highest standard.
- Being responsible for teaching innovative and engaging lessons and acting as a role model in terms of teaching quality.
- Regularly meeting with your line manager to identify key marginal groups of students, and then ensure departmental colleagues set and complete appropriate interventions.
- Ensure all cover work is set appropriately and in a timely manner. When a colleague is unable to set cover work this is then done, either by yourself or another department colleague, and that a member of the department is in attendance at the start of each lesson covered to ensure the covering teacher is supported.
- Monitor the setting of homework, house points and sanctions through the appropriate school systems, and address any issues identified.
- The Head of Department is expected to ensure the department is maintained to a high standard visually including the displaying of students work, display boards in corridors and classroom displays.

In addition to this, you are responsible for the wellbeing of both yourself and the colleagues under your leadership. Any issues must be raised with your line manager immediately.

Required Qualifications, Knowledge and Skills

1. A relevant university degree and professional teaching qualification is essential.
2. Be an outstanding teacher and role model.
3. Knowledge and experience of examination criteria, for example, IGCSE and A level, in English, their delivery and assessment requirements.
4. Excellent subject knowledge in English.
5. Knowledge of current curriculum developments in the UK.
6. A passion for your subject and the ability to share this with as wide a range of students as possible.
7. Fluency in written and spoken English to enable effective communication with students and in working relationships.
8. Excellent inter-personal skills.
9. Honesty, integrity, compassion, flexibility and a good sense of humour.
10. Strong organisational, self-management and problem-solving skills.
11. The desire to put the wellbeing of each student at the heart of what they do and can demonstrate how they will support the development of the Wellington Values.

Desirable Qualifications, Knowledge and Skills

1. School departmental managerial experience.
2. Experience using a VLE to enrich the students learning.
3. Experience in teaching and mentoring EAL students.

JOB QUALIFICATIONS

BASIC QUALIFICATION

Education

Bachelor's degree or above.

Major

English related majors

Language

English native speaker

EXPERIENCE

At least 3 years of teaching experience with some managerial experience.

EXPERTISE

- Experience of successful academic achievement.
- Experience of leading multiple projects.
- Strong knowledge of the examinations within your subject.

PREFERRED QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Be able to assess pupils' interests, needs and developments.
- Be able to develop curriculum.
- Creative and problem solving.
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment.
- Strong passion for the education and development of students.
- Track record of solving problems and delivering impact as a leader.
- Ability to work with data and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility.
- Strong mindset for continuous improvement to meet or exceed expectations.

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

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.