



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



上海浦东新区民办惠立学校
HUILI SCHOOL SHANGHAI

POSITION: Head of Educational Technology

ABOUT US

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international children aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020.

Huili School Shanghai is Wellington's bilingual school for Chinese students, which opened in August 2018. There are now more than 1,200 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 10) and last year saw the opening of our state-of-the-art high school building and the start of IGCSE courses. Over the next two years, the school is expected to grow by more than 100 pupils per year and will be offering the IBDP when our oldest pupils begin grade 11 next academic year.

Huili School combines Wellington's holistic British approach to educating the whole child, with the enduring strengths of the Chinese curriculum and focus on learning. We talk about giving our pupils the best of both worlds. Half of our lessons are in English and half in Chinese. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupil with our five core values: courage, integrity, respect, kindness, and responsibility. 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 school.

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.



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Basic Information

JOB TITLE	Head of Educational Technology	DEPARTMENT	Whole School
LOCATION	Shanghai	POSITION TYPE	Full-time
SUPERVISOR	Head of School		
SUBORDINATE	ICT teachers and EdTech coordinators		

THE ROLE:

The Head of Educational Technology fosters and coordinates the development of educational technology across all departments within Huili School Shanghai. S/he drives the effective integration of educational technology into teaching and learning to support and enhance pupils' learning. The Head of Educational Technology maintains current knowledge of digital learning trends, understands the digital learning needs of pupils and teachers, and provides guidance to SLT for continuous innovation in technology-driven pedagogy and respective methodologies.

KEY RESPONSIBILITIES:

Educational Technology Leadership

- Work with the Master and Heads of School to lead the strategic direction and development of an overarching educational technology strategy.
- Support the development of educational technology-related policies and procedures, aligned with Huili values, fostering a compliant and coherent usage of educational technology among pupils and teaching staff.
- Encourage pupils' involvement and promote structures and processes that integrate pupils' feedback into the digital learning agenda.
- Coordinate the work of the Computer Science teachers and EdTech Coordinators
- Work closely with the IT team to ensure effective management and delivery of IT systems across the school
- Manage all aspects of the technology department and program, including budgeting, staffing, and appraisals.
- Act as a Designated Safeguarding Lead for online safety across the whole school.
- Contribute to the school's annual development plan.

Educational Technology Innovation and Curriculum Development

- Explore and evaluate innovative educational technologies as well as technology-driven pedagogical methods, guiding the schools' academic leadership on instructional and educational technology decisions.
- Develop the adoption and integration of Augmented Reality (AR), Virtual Reality (VR), STEM/Robotics and Artificial Intelligence (AI) into a modern curriculum fostering 21st century learning skills.



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- Actively engage in the national and international educational technology community, maintaining a solid understanding of industry trends and best practices.
- Work closely with other WCC EdTech leaders to share best practices and align educational technology with the overall curriculum development.
- Work closely with the department heads to ensure that educational technology is aligned with and serves the needs of the whole school's curriculum.
- Oversee the technology curriculum for the whole school.
- Teach or co-teach lessons, student activities, or classes as needed.
- Oversee the implementation of ICT skills across the school curriculum and assist with training teachers to deliver that curriculum through their subjects.

Technology Integration

- Drive the school-wide integration of educational technology tools, systems and methodologies into teaching and learning to support 21st century-aligned education.
- Support and guide the schools' initiatives for ubiquitous access for all pupils, preparing a BYOD program for high school students.
- Foster the adoption of core educational technology platforms such as Microsoft Teams and OneNote Classroom, ensuring their effective use for and enhancement of teaching and learning.
- Provide guidance for the selection of teaching and learning applications on pupil iPads and laptops as well as classroom interactive panels.
- Provide practical support, guidance and inspiration for teaching staff, sharing best practices for technology-assisted instructional methodologies across the group.
- Review and coordinate digital learning-related ICT requests.

Training and Professional Development

- Shape and enhance continuous educational technology training, ensuring regular training opportunities for academic staff on core educational platforms.
- Deliver hands-on internal training and personalised 1-1 technology coaching.
- Identify, share and organise external educational technology training opportunities.
- Participate in relevant educational technology conferences and events, and share findings and best practices with colleagues.
- Work with schools' CPD leaders to ensure educational technology-related professional development is sufficiently included in the schools' annual CPD plan.
- Continuously monitor and identify staff development needs in instructional and educational technology.
- Develop training materials and best practices guides for the effective usage of educational technology and for the application of relevant methodologies.
- Develop and deliver a comprehensive digital learning induction program facilitating new staff's immediate understanding of our core educational and instructional platforms.



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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Language	Excellent business level communication in English
EXPERIENCE	Working Experience	5 years and above of relevant experience
	Management Experience	Minimum of 3 years' leadership experience
EXPERTISE	<ul style="list-style-type: none">• Broad knowledge of enhancing learning through effective integration of technology• An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise• Experience of working with school teams	
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• Deep understanding of curriculum and 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 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	