



WELLINGTON COLLEGE
INTERNATIONAL
HANGZHOU



Head of English-Senior School

Job description

Wellington College International Hangzhou





ABOUT US

Wellington College International Hangzhou is the 13th member of Wellington College family worldwide and the international school of first choice in Hangzhou. We offer a uniquely British style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We follow a world class curriculum based on the English National Curriculum which naturally leads into IGCSE and A Level qualifications in the Senior School. Our students will go on to attend the best Universities in the UK, the US and beyond to continue their studies. As with all Wellington College schools, the Wellington Values and Identities form the core of a well-being focussed education, delivered by our team of highly trained, expert and enthusiastic teachers.

The Wellington College Hangzhou 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.

BASIC INFORMATION

JOB TITLE

Head of English

DEPARTMENT

Academic

SUPERVISOR

Head of Senior School

POSITION IN ORGANISATION

The post holder is accountable to the Head of Senior School.

MAIN PURPOSE

- To strategically lead teaching and learning in the English Department; to manage the resources and people within.

KEY RESPONSIBILITIES:

The Head of English is responsible for the following:

- Achieving academic excellence in the English Department. Responsible for the intent, implementation and impact of the curriculum in the English Department.
- The academic performance of the students, including the performance in external examinations, of subjects taught within the English Department.
- The behaviours and attitudes displayed by the students whilst in the English Department.
- The quality of provision. This refers to both the teaching & learning and resources found within the English Department.
- The deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.
- The implementation of all school policies, including those relating to behaviour, homework and assessment, in the best interests of the pupils.
- The developments in the English curriculum, ensuring that they are consistent with the College's broader aims and policies and are in the best interests of the pupils.
- The evaluation of staff performance, academic standards and the personal development and well-being of the students, ensuring that it is effective.
- The planning and implementation of actions to address identified priorities.
- To ensure effective monitoring and communication with parents regarding academic progress and behaviour for learning both in line with school reporting procedures and in response to specific concerns as they arise.
- To comply with the current policies and procedures of the College.
- To display the Wellington Values at all times, either in school or in the wider community.
- The Health and Safety of all colleagues and students whilst in the English Department. This includes the mental and physical wellbeing.

KEY ACCOUNTABILITIES:

- The standards reached by all students and groups of students (including those of non-native English speakers, those with special needs, gifted and talented, gender and ability bands) in the curriculum area throughout each key stage.
- The standard of teaching & learning in the subject area.
- The effective use of resources and budgets.

KEY EXPECTATIONS / TASKS:

- 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.
- Construct the timetable for your department, making best use of the resources and staffing available.
- Write the annual subject Action Plan, ensuring it feeds into the School Development Plan.
- Carry out all monitoring of the department, including teacher observations, work sampling, and 'Drop-ins'.
- Write/oversee the production of all Schemes of Work, ensuring they follow all accurate and appropriate guidelines towards IGCSE criteria.
- Support colleagues in dealing with behaviour incidents within the department, ensuring all follow the College's processes. This will include the regular analysis of ISAMS, ensuring departmental colleagues are recording issues correctly, setting sanctions and house points, and holding restorative conversations.
- Regularly meet with Head of Senior School to identify key marginal groups of students, and then ensure departmental colleagues set and complete appropriate interventions.
- Ensure all departmental colleagues attend all relevant generic CPD sessions/staff meetings/briefings and arrange for subject specific CPD opportunities when required.
- Organise/oversee the options process for Key Stage 4 for your subject, creating relevant resources and ensuring each evening is staffed appropriately.
- Attend/arrange for a departmental colleague to attend the Key Stage 4 results day (as appropriate) in August, ensuring students receive appropriate guidance and advice.
- 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.
- Lead by example when completing all break/am/pm duties. Address any issues that might arise or that might be brought to your attention regarding members of your department.

- Ensure all teaching areas are well presented and organised. All health and safety and ICT issues are immediately reported to the appropriate support team.
- Complete all staff appraisals in a timely and professional manner. Ensure you have an input into all departmental colleagues' appraisals, even though you may not line manage them.
- Monitor the setting of homework, house points and sanctions through ISAMS and TEAMS, and address any issues identified.
- Closely monitor CAPEX and OPEX budgets, ensuring that all resources are purchased in a timely manner, and that any major replacements of resources are highlighted and planned for.
- Highlight and recognise good practice and successes achieved within the subject area. Address any underperformance and provide support to departmental colleagues when issues arise.
- Identify and run opportunities/trips for students to learn outside of the classroom.

KEY ACCOUNTABILITIES:

- 100% Grade 5 and above at IGCSE.
- To maintain or exceed IGCSE value add of 1.0.
- To achieve results in line with the College's vision and expectations.

JOB QUALIFICATIONS:

BASIC QUALIFICATION

Education: Minimum of an undergraduate degree plus a recognised teaching qualification e.g. PGCE

Subject: English or related discipline.

Language: Fluent English.

WORK EXPERIENCE

A minimum of 4 years work experience teaching English in high performing schools.

EXPERTISE

- Display excellence in English teaching.
- Show a track record of success in a previous Middle Leadership role.
- Prior experience of working with ESL learners preferred.

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and development.

- Be able to develop the curriculum using best practice from research.
- Display the five Wellington Values.
- Proficiency with EdTech.
- Previous Cross-cultural working experience is preferred.

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@wellington-college.cn. Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.