



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立幼儿园
HUILI NURSERY HANGZHOU



JOB DESCRIPTION(Assistant Head of Early Years) HUILI NURSERY HANGZHOU





ABOUT US

At Huili Nursery Hangzhou, we believe that every child has the right to a well-planned, joyful, and holistic education. Early years education has a lifelong impact on how young children view and value learning. Key to our educational ethos is full commitment to the Nursery, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere. Our Nursery staff are committed to encouraging our students to embrace a wide range of experiences and to foster in them Huili Values and the Huili Identity.

In furthering the delivery of an international education in a Chinese context, we have merged the English Early Years Foundation Stage Framework with the Chinese Early Years Curriculum for 3-6 year olds to support our children.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As early years 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 the Nursery, 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

Assistant Head of Early Years

DEPARTMENT

Academic

SUPERVISOR

Deputy Head of Early Years Head of Early Years

OBJECTIVE

Huili Nursery Hangzhou is looking for an experienced candidate to cover the position of Assistant Head of Early Years. We are looking for candidates who understand collaboration and the importance of meaningful relationships as a means to strive for excellence in both their own professional development and for first class provision for all of our children. Successful candidates will have the energy, experience, and passion to help realise their own and our aspirations.

At Huili Nursery Hangzhou our leaders are recognized as role models within, between and beyond our nursery, building a strong sense of community, whilst being responsive to our children, families, and staff.

EXPERIENCE

We pride ourselves on being an incredibly creative and innovative nursery. We expect all our leaders to be a major contributor to the nursery vision and to support in leading our nursery to outstanding achievement, contributing to our continuing rich development within the nursery and the local and wider community, which is essential in providing a highly valued bilingual education. The post holder will be expected to lead creatively on areas of learning across the nursery, we are keen to maximise skills and abilities new staff can contribute. An ability to mentor and coach others is essential.

BASIC QUALIFICATION

Education: Bachelor's degree Master's Degree Relevant teaching qualifications and certificates

Major: Early Childhood Education

Language: English/Chinese

EXPERIENCE

Working Experience: Successful teaching experience

Proven leadership experience within a middle or senior management role.

Experience of curriculum leadership and developing whole-school policies and strategies.

Experience of working in a bi-lingual setting or of teaching children for whom English is an additional language.

LEADERSHIP, PROGRAMME AND PRACTICE

- ✓ Contribute to a setting that is underpinned by an image of a strong and capable child.
- ✓ Lead a significant curriculum area, formulating policies, writing and carrying out an action plan, with clear evidence of impact on pupil progress.
- ✓ Be an effective and proactive member of both the nursery's Senior Leadership Team and Middle Leadership Team.
- ✓ Support the Head of Early Years in the formulation, implementation and review of the School Development Plan, targets, and actions.
- ✓ As an active member of the senior leadership team, develop and maintain positive and lasting relationships with the local Ministry of Education, government organisations and compliance officials.
- ✓ Assist the Deputy Head and Head of Early Years to exceed local government compliance and benchmarks
- ✓ Play a key role in the whole school self-evaluation process.
- ✓ Assist the Head of Early Years in monitoring and evaluating the quality of teaching and learning and the impact on pupil progress.
- ✓ Be a Mentor, Coach and Appraiser in the Performance Management Process.
- ✓ Identify the continuing professional development needs of staff through peer coaching and performance management review.
- ✓ Oversee the management of budgets for specific responsibilities.
- ✓ Line manage staff in the relevant year group/s.
- ✓ Teach a suitable timetable, being able to support or cover colleagues when required.
- ✓ Assist in the recruitment and appointment of staff within the nursery.
- ✓ Play a key role in the transition process from HNH to our children's next school.
- ✓ Monitor, through a strength-based approach in assessment the management of all forms of assessment, ensuring that appropriate target setting and pupil development spring from these, whilst ensuring clear communication of assessments to families and colleagues
- ✓ Monitor and record pupils' learning to ensure they remain on track to achieve challenging targets through pupil progress conversations, learning walks, learning story and planning scrutiny and moderation across their year group
- ✓ Report regularly on progress to appropriate stakeholders through data analysis and summary documentation

CARE AND WELLBEING OF CHILDREN

- ✓ Support teaching teams to ensure children have a strong sense of belonging with high levels of wellbeing.
- ✓ Ensure that necessary alterations to teaching and learning are implemented and communicated so that adequate cover is provided for any absenteeism of staff.
- ✓ Ensuring that all teams adhere to student-to-teacher ratios throughout the day.
- ✓ Maintain the highest standards of care, child protection and safeguarding at all times by upholding the 3Ps: Protection, Provision and Participation as outlined in UN Convention on the Rights of the Child.

FAMILIES

- ✓ Builds authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.
- ✓ Communicate with families and the wider community about the program, including presentations, workshops, through online platforms and parent meetings.
- ✓ Assist with the implementation of the admissions process for potential new families.

ENVIRONMENT

- ✓ Support the creativity, development and interpretation of an inspiring environment that fosters independence, inquiry, and learning progression.
- ✓ Motivate, guide and advise on a learning environment that is ordered, inviting and beautiful.
- ✓ Model and promote respect for the learning environment and resources, both indoors and outdoors.

PROFESSIONALISM

- ✓ Model and promote Huili values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Huili Identity: inspired, intellectual, independent, individual, inclusive
- ✓ Commit to regularly collaborating with peers to understand and extend children's theories, thoughts, ideas and questions.
- ✓ Take part in a range of CPD, cross WCC group visits and international networking activities.
- ✓ Attend all team meetings and committees as necessary and take on portfolio responsibilities within the team.
- ✓ Adhere to all procedures and policies as outlined in the Staff Handbook.

PREFERRED APTITUDES

- ✓ A spirit of collaboration, stamina, drive, a sense of humour, a passion for children, positive nature, and a love of professional and lifelong learning form our fundamentals.
- ✓ Embraces every aspect of childhood and have an openness and willingness to learn about pedagogical practices that may be unfamiliar.
- ✓ Strong ability to embrace change and to work to tight timelines whilst being innovative in managing change.
- ✓ Strong mind-set for continuous improvement to meet or exceed expectations.
- ✓ Ability to manage, motivate, support and inspire trust in others.
- ✓ Ability to formulate, monitor, evaluate and review plans and policies.
- ✓ Confident in Microsoft Office (Excel and PowerPoint) and database systems.

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 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.