



WELLINGTON COLLEGE  
CHINA  
惠灵顿中国

## **POSITION: Deputy Head Academic – Chinese/Deputy Chinese Master**

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### ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College.

We aspire to create a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive within an ever-changing world.

To this end, we are seeking a team of motivated, dynamic and forward thinking professionals who will add something special to this exceptional educational setting.

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**BASIC INFORMATION**

<b>Job Title</b>	Deputy Head Academic – Chinese/Deputy Chinese Master	<b>Department</b>	SLT
<b>Supervisor</b>	Master		
<b>Subordinate</b>	Head of School		

The Deputy Head Academic - Chinese will play a central role in developing the Chinese components of the curriculum for the WCC in the group and for providing strategic input to the project-management and start-up phases for new schools. This will include contributing to marketing campaigns and supporting HR in the recruitment of Chinese academic staff.

The Deputy Head Academic - Chinese will lead and inspire teams to deliver high quality curriculum, recruitment and marketing of the WCC bilingual schools that is in line with the vision for the group. Thereafter, the Deputy Head Academic -Chinese will be directly responsible to the Master and is the person the Master entrusts with the day-to-day running of the School as well as with the overview of the Academic and Pastoral welfare of the pupils. The role of the Second Master will be to act as support to the Master in dealing with pupils, staff, parents and Governors. The Second Master will be part of the Senior Leadership Team (SLT). This will entail regular SLT meetings and involvement with the strategic planning of the school. The SLT has collective responsibility for the encouragement and maintenance of high professional standards within the Common Room. The role will include maintaining a high profile throughout the Wellington community, fostering key strategies and strong relationships to promote excellence in the quality of the education provided, and working with the Master and staff to sustain and enhance the standing of the school.

Autonomous, determined and professional behaviour imbuing the Wellington Identity and Values will be key features of the Deputy Head Academic - Chinese practice and these will be consistently demonstrated at all times. The Deputy Head Academic - Chinese must be able to communicate effectively with the Wellington College community; academic and non-academic team members, parents, extended families and external agents involved in the functions of the setting.



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## KEY RESPONSIBILITIES:

<b>CURRICULUM DEVELOPMENT</b>	<ul style="list-style-type: none"><li>• Work with the Executive Board and senior leaders across the group to establish a vision and education model for delivering the Chinese component of the bilingual curriculum.</li><li>• Operate within the project plan for curriculum development and lead on all aspects relating to Chinese curriculum</li><li>• Establish links with senior educators in Shanghai and beyond to provide guidance and support</li><li>• Lead on developing the framework and detail of the Chinese components of the curriculum; including assessment structures and pastoral systems</li><li>• Liaise with and recruit Chinese educators to support in writing Chinese curriculum materials</li><li>• Project manage the development of the Chinese curriculum components</li></ul>
<b>RECRUITMENT OF LOCAL ACADEMIC AND NON-ACADEMIC EMPLOYEE</b>	<ul style="list-style-type: none"><li>• Work closely with the executive and HR teams to implement recruitment strategy at group level to achieve hiring targets for bilingual Chinese academic staff and support with non-academic administrative staff.</li><li>• Contribute to and work with school leaders to develop the induction programme for Chinese academic staff</li></ul>
<b>TRAINING AND DEVELOPMENT</b>	<ul style="list-style-type: none"><li>• Contribute to developing training programmes for the induction process of new staff</li><li>• Work with school based teams to strengthen provision and build capacity through effective training and mentoring programmes aligned to College strategic plans; in bilingual schools and international schools</li><li>• Design and implement training programme for Chinese staff that introduces the Wellington values, aptitudes and identities</li></ul>
<b>MARKETING</b>	<ul style="list-style-type: none"><li>• Generate material to be used by the marketing teams to promote the Bilingual Schools</li><li>• Provide input to marketing events in order to promote the Chinese component of the Bilingual educational model</li><li>• Contribute to parent information sessions and community events to raise awareness and promote the WCC bilingual programme</li></ul>
<b>SUPPORT THE MASTER ON STRATEGIC AND</b>	<ul style="list-style-type: none"><li>• To assist the Master in the development of the strategic leadership of the school.</li><li>• To play a major role, under the direction of the Master, in</li></ul>



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<b>OPERATIONAL MATTERS</b>	<p>formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.</p> <ul style="list-style-type: none"><li>• Support the Master in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all; demonstrating the vision and values of the school in everyday work and practice; motivating and working with others to create a shared culture and positive climate.</li><li>• Undertake the professional duties of the Second Master and Head of the Senior School reasonably delegated by the Master.</li><li>• Undertake the professional duties of the Master, in the event of his absence from the school.</li><li>• In partnership with the Master and SLT provide professional leadership and management of Teaching and Learning throughout the school.</li><li>• To provide professional leadership and management of School Development Plan priorities</li><li>• To ensure that teaching secures high quality learning for all children and that progress of all children is measured, measurable and impacts on attainment.</li><li>• Run the school on a daily and day-to-day basis, including lesson cover and Staff duties. To undertake the role of Head of a phase of the college.</li><li>• Act as a conduit between the Master and the Common Room</li></ul>
<b>ACADEMIC STAFF</b>	<ul style="list-style-type: none"><li>• To support, counsel and guide academic staff</li><li>• To participate in the appointment, performance review and retention of academic staff</li></ul>
<b>ADMISSIONS</b>	<ul style="list-style-type: none"><li>• Participate in the interview and induction process of pupils</li><li>• To work closely with the Director of Admissions and Marketing department to develop effective and innovative forms of pupil recruitment and retention.</li><li>• Promote the school to prospective parents and pupils</li></ul>
<b>BEHAVIOUR AND DISCIPLINE</b>	<ul style="list-style-type: none"><li>• Day to day responsibility for the good behaviour and discipline of staff and pupils</li><li>• Implement the school's behaviour, reward and disciplinary policy</li><li>• Advise the Master on disciplinary issues, and provide informal support and guidance to staff as necessary</li><li>• Manage the Detention process</li></ul>



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**BOARDING**

- Overall responsibility for the House system and boarding.
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## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Bachelor's degree or above
	<b>Major</b>	Education
	<b>Language</b>	Business level communication in English and Chinese, written and spoken
<b>EXPERIENCE</b>	<b>Working Experience</b>	Minimum of 10 years' experience ☒
	<b>Management Experience</b>	Minimum of 3 years' and above leadership experience
<b>EXPERTISE</b>	<ul style="list-style-type: none"><li>• Broad knowledge in the Chinese education system including curriculum design and staff development</li><li>• An appreciation of international education approaches and model</li></ul>	
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment</li><li>• Deep understanding of Chinese curriculum and education</li><li>• Strong grasp of Chinese and international best practices in education</li><li>• Strong passion for the education</li><li>• Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.</li><li>• Personal Integrity, accountability and credibility</li><li>• Strong mindset for continuous improvement to meet or exceed expectations. Commitment to quality and attention to detail.</li></ul>	