



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



We are Our People

JOB DESCRIPTION Head of Secondary Music & Performing Arts



Premium school with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020 and 2021



Competitive salary and benefits

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 pupils aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020, 2021 and 2022.

Huili School Shanghai is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 12). The school is offering the IGCSE and IBDP in the high school to help pupils apply overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. Inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. 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. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupils with our five core values: courage, integrity, respect, kindness, and responsibility.

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.

Inspired · Intellectual · Independent · Individual · Inclusive



BASIC INFORMATION

JOB TITLE

Head of Secondary Music & Performing Arts

DEPARTMENT

Academic

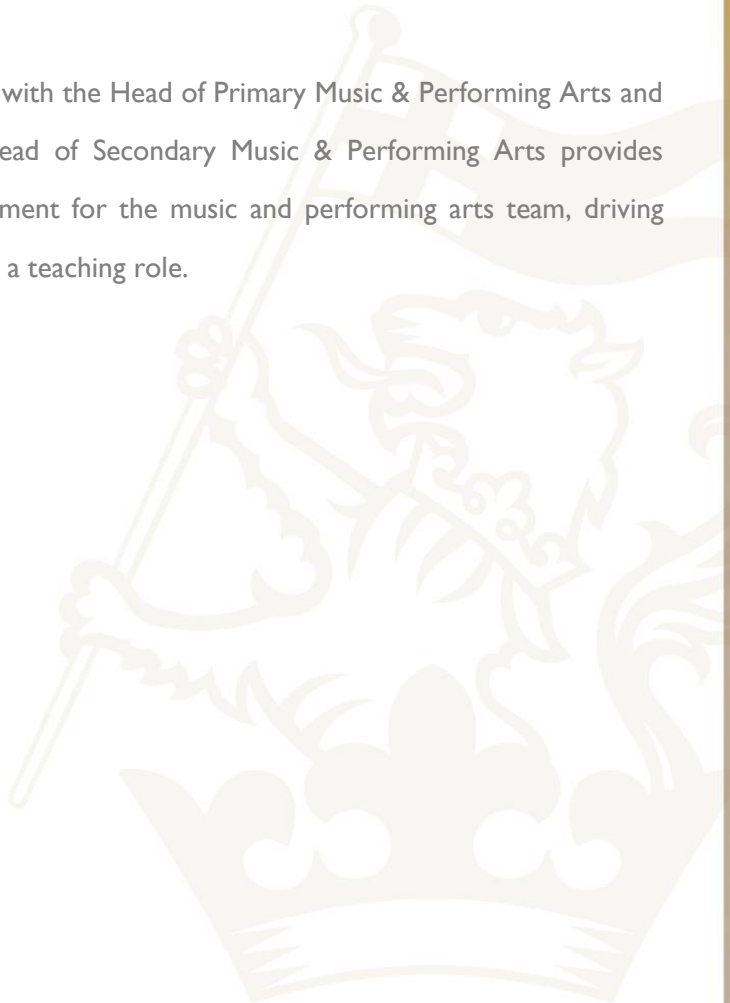
SUPERVISOR

Director of Arts

OBJECTIVES

The Head of Secondary Music & Performing Arts is accountable for the secondary music and performing arts programme at Huili School Shanghai and will ensure our students experience a high-quality music and performing arts education that imbues the Huili values and ethos.

Working closely and collaboratively with the Head of Primary Music & Performing Arts and the wider arts department, the Head of Secondary Music & Performing Arts provides professional leadership and management for the music and performing arts team, driving forward the Huili Arts vision. This is a teaching role.



KEY RESPONSIBILITIES:

ACADEMIC STANDARDS

- Provide leadership in teaching and learning within the secondary music and performing arts subject areas.
- Evaluate the effectiveness of teaching and learning in secondary music and performing arts, monitoring students' progress towards meeting agreed targets across the school.
- Promote the performance of secondary music and performing arts teachers, assisting the Director of Arts/school leadership team in the music/performing arts staff appraisal programme.
- Promote students' performance in secondary music and performing arts through public and internal examinations and all forms of assessment/showcasing.

LEADERSHIP AND COORDINATION

- Drive the mission and aims of the secondary music and performing arts provision in line with the Huili Arts vision and the departmental development plan.
- Lead in the monitoring and evaluation of the effectiveness of the secondary music and performing arts provision, assisting the Director of Arts in the writing of an annual departmental development plan and providing regular updates to the Director of Arts on the evaluation of the effectiveness of this provision for students.
- Work with the Director of Arts to plan and facilitate secondary and wider school Huili Arts events, performances and productions as per the agreed Huili Arts events calendar.
- Lead on developing, implementing and monitoring of all policies regarding secondary music and performing arts, assisting in producing or preparing necessary curriculum/reporting documentation where required by the school leadership.
- Make a significant contribution to WeChat articles and newsletters regarding secondary music and performing arts.
- Support the championing of Huili Arts beyond the classroom, embedding musicianship and performance enthusiasm within the secondary student body with a view to building successful music and performing arts ensembles.
- Lead and support out of school music and performing arts activities and events as requested, such as trips, after school activities, shows, weekend rehearsals and workshops.
- Build team commitment with secondary music and performing arts colleagues to engage and motivate students in the pursuit of excellence in music and performing arts.
- Work alongside the Head of Primary Music & Performing Arts to ensure accurate record keeping within secondary music and performing arts. This includes but is not limited to; assessment tracking, lunch-time music clubs/practise sessions and instrument/equipment itinerary.
- Track the progress and attainment of secondary students in music and performing arts, identifying where they need additional support. Work with music teachers and the secondary inclusion and/or leadership team to facilitate appropriate support for learners.

KEY RESPONSIBILITIES:

- Establish effective partnerships with parents, visiting musicians and performers.
- Organise, manage and coordinate the music and performing arts team in secondary, including teachers and TAs to ensure that all students have access to the curriculum and are therefore empowered to make progress.
- Identify opportunities for secondary music and performing arts staff to attend relevant CPD/have access to coaching/mentoring as appropriate/required, as well as assisting with inducting new members to the team.
- Ensure effective teaching and management of secondary music and performing arts classes, groups and individuals so that objectives are met, progress and challenge are maintained, and the best use is made of teaching time. Align with then Head of Primary Music & Performing Arts in whole school quality assurance of effective teaching in music and performing arts.
- Ensure there is regular sharing of best practice within the secondary music and performing arts department, promoting the use of teaching methods which will engage and stimulate students' creative curiosity, including the use of effective questioning, coaching and collaborative learning.
- Set high expectations for students' behaviour within the secondary school, establishing and maintaining an excellent standard of positive behaviour management in a practical and creative setting in accordance with the rules and behaviour policy of the school.

CURRICULUM DEVELOPMENT

- Ensure the 'big picture' of music and performing arts curriculum is confidently understood and pursued by the secondary team, adjusting and updating curriculum change according to the needs and interests of Huili students.
- Lead the secondary music and performing arts team in setting appropriate yet challenging expectations for students' learning in secondary music and performing arts, building on prior attainment and securing this expectation in the Shanghai music curriculum standards, the National Curriculum for music (UK), the IGCSE Cambridge examination board stipulations and IBDP requirements.
- Identify students who may require additional support within music and performing arts in secondary. Seek support and monitor adjustments/positive steps taken to support these students in lessons.
- Coordinate the measuring of the impact of any intervention within the secondary music and performing arts department, supporting colleagues in their provision for all students.
- Be accountable for the overview of secondary curriculum in music and performing arts, ensuring curriculum planning includes oversight of IGCSE music and IBDP music administration at secondary level.
- Ensure examination, coursework and internal assessment requirements for IGCSE Music and Drama / IBDP Music / Theatre are met.
- Alongside the Head of Primary Music & Performing Arts, keep abreast of curriculum developments in music and performing arts and with the development of IGCSE and IB teaching theory and practice.
- Ensure that the music and performing arts secondary curriculum reflects current national and international initiatives.
- Contribute to the writing of the annual review of the secondary music and performing arts curriculum and provision.

KEY RESPONSIBILITIES:

RESOURCING

- Use budget allowances to progress student learning and opportunities in secondary music and performing arts.
- Contribute to and assist the Director of Arts in the writing of the annual order for music and performing arts in secondary.
- Be responsible for the effective and efficient deployment of resources to support learners in secondary achieving teaching objectives. Align with the Head of Primary Music & Performing Arts in selecting appropriate resources to support learners in achieving teaching objectives.
- Ensure resources are managed appropriately both within secondary music and performing arts classrooms and all music/performance spaces.

BASIC QUALIFICATION

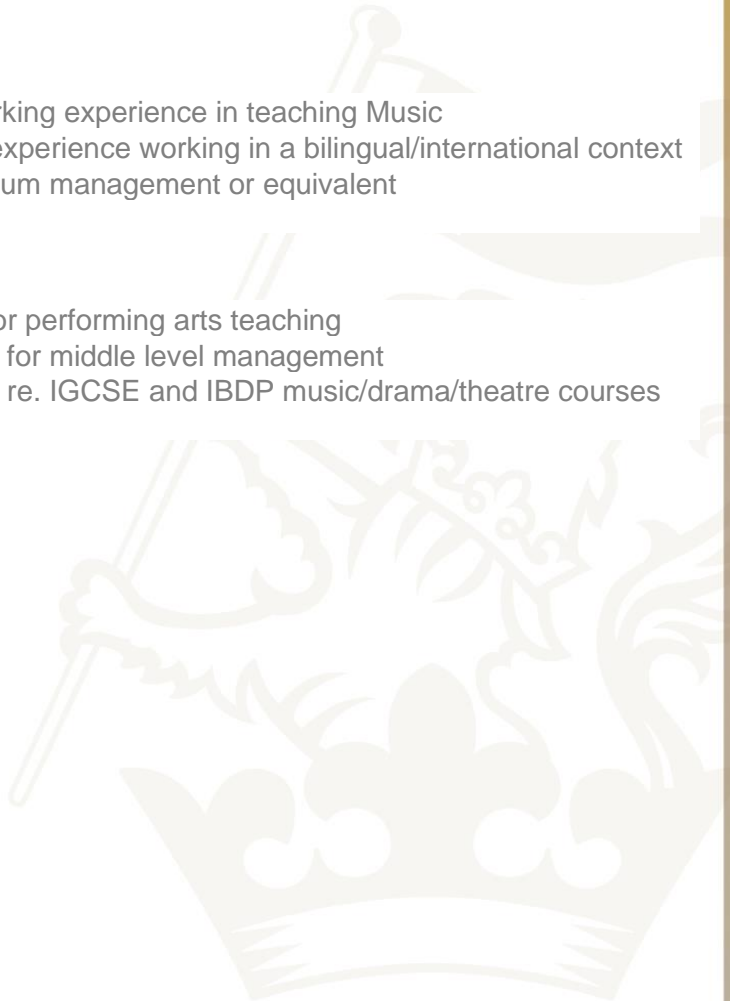
- Holder of bachelor's degree or above, teaching certificate
- Majored in Music or Drama (or related)
- Support the Huili Values

EXPERIENCE

- A minimum of 5 years working experience in teaching Music
- A minimum of 2 years of experience working in a bilingual/international context
- Experience in arts curriculum management or equivalent

EXPERTISE

- Knowledge of music and/or performing arts teaching
- Knowledge of/enthusiasm for middle level management
- Knowledge of/enthusiasm re. IGCSE and IB DP music/drama/theatre courses



PREFERRED APTITUDES

- Strong pedagogical knowledge and understanding
- Highly fluent communicator, articulate and persuasive
- Ability to build and develop relationships with a diverse range of stakeholders
- Detail-oriented with excellent time management and editing skills
- Enthusiastic director/coach/leader of extra-curricular arts
- Proven track-record of producing large-scale arts events
- Practical and solution focused
- “Can do” approach/pragmatic
- Appreciation & commitment to collegiate life, values, and aims of Wellington College and Wellington College China
- Globally minded

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.

A large, faint watermark of the Wellington College crest is visible in the background. It features a shield with a cross, a crown on top, and a banner at the bottom. The crest is rendered in a light grey color.

We are
Our **People**