



WELLINGTON COLLEGE CHINA
惠灵顿(中国)



CANDIDATE PACK

Group Performance Director for Elite Athletes

Be You. Be The Difference.

Dear candidate,

We are thrilled to offer you the opportunity to join our team as the Group Performance Director for Elite Athletes under The Bridge | China. As Wellington College China's centre for supporting all aspects of our educational provision, The Bridge | China is a vital link between colleagues, ideas and good practice across the global Wellington family.

Our vision is to create an innovation and research-informed community where staff can make a meaningful contribution to Wellington College China schools as they evolve from 'good to great.' We are committed to excellence in school improvement, research-based practice, and innovation in education, marked by greater collaboration across our schools and the family of Wellington College schools.

As a member of The Bridge | China, you will be joining a department of outstanding staff who are experts in their field and work together to deliver the absolute best in international and bilingual education to our pupils and families. We pride ourselves on our pioneering and innovative curriculum, the ambition of our programmes and our ethos of putting pupils and their welfare at the heart of everything we do.

This role offers an excellent opportunity for the right candidate to support our schools through sporting excellence. As Group Performance Director, you will be responsible for further research and involvement in developments in coaching, wellbeing, nutrition, leadership and university guidance for pupils with outstanding athletic potential. You will also be expected to engage with key strategic directives of the group moving forward, including advising school teams on the development of elite performance pathways, the recruitment of young people with the ambition and potential to being the best in their chosen sport, whilst at the same time ensuring those recruited to our programmes share our commitment to academic excellence and outcomes.

We are looking for a candidate who is committed to research and best practice, influencing the education debate outside the group, advising school leaders and governors of developments and monitoring the quality of the programmes we offer. Quality assurance is thus an integral part of the work of The Bridge staff, including supporting pupil wellbeing, safeguarding checks and governance reporting.

Don't miss out on this incredible opportunity to join a dynamic team and make a meaningful contribution to our schools. Apply now and become a part of our innovative and pioneering community.

I hope the information in this pack helps you learn more about Wellington College China and the Group Performance Director for Elite Athletes, I look forward to receiving your application.



A handwritten signature in black ink, appearing to read 'Julian Jeffrey'.

Julian Jeffrey
Chief Executive Master (CEM)
Wellington College China

About Us

Wellington College China is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we inspire our children 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.



Wellington College Tianjin



Wellington College International
Shanghai



Wellington College International
Hangzhou



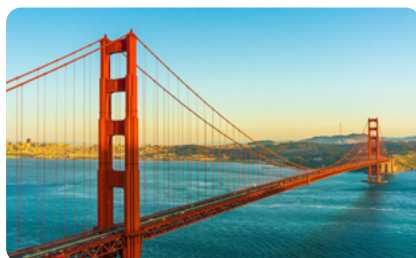
Hiba Academy Shanghai



Hiba Academy Hangzhou



Hiba Academy Nantong



Hiba Academy Bay Area

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the schools.

Our Values

Our pupils, teachers, academic and non-academic teams will embrace the five core values as our standard of interacting with one another and performing our duties.

The five core values are:

Kindness **Responsibility** **Respect** **Courage** **Integrity**



Organisation and Leadership



Joy Qiao
Founder and Chairman



Joy Qiao founded Wellington College China in 2009. She grew up in Shanghai and earned her BA in Computer Science at the University of Oxford. She then went on to have an extensive career in the IT industry in the UK, Germany and China.

Married to an Englishman and the mother of two bicultural boys, Joy knows from personal experience the value of a bilingual education. She wanted to ensure that her children would enjoy a fulfilling and meaningful relationship with both sides of their family and, in turn, their mixed heritage. This was what ultimately inspired her pivot to education.

Joy believes that Wellington College China's blended approach to learning will play a crucial role in promoting peace and fostering mutual understanding in the 21st century. As the world grows more interconnected and the East and West converge, skills like bilingualism, cross-cultural awareness and global citizenship will be in high demand.

Joy is ably supported by the Senior Management team comprising



[Julian Jeffrey](#)
Chief Academic Officer



[Allen Lueth](#)
Chief Operating Officer



[Rowan Bell](#)
Chief People Officer

Central Office Support

To support our schools in achieving excellence, the Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more.

From its Central Office in Shanghai, the group provides support for schools within the organisation while leading new school projects, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

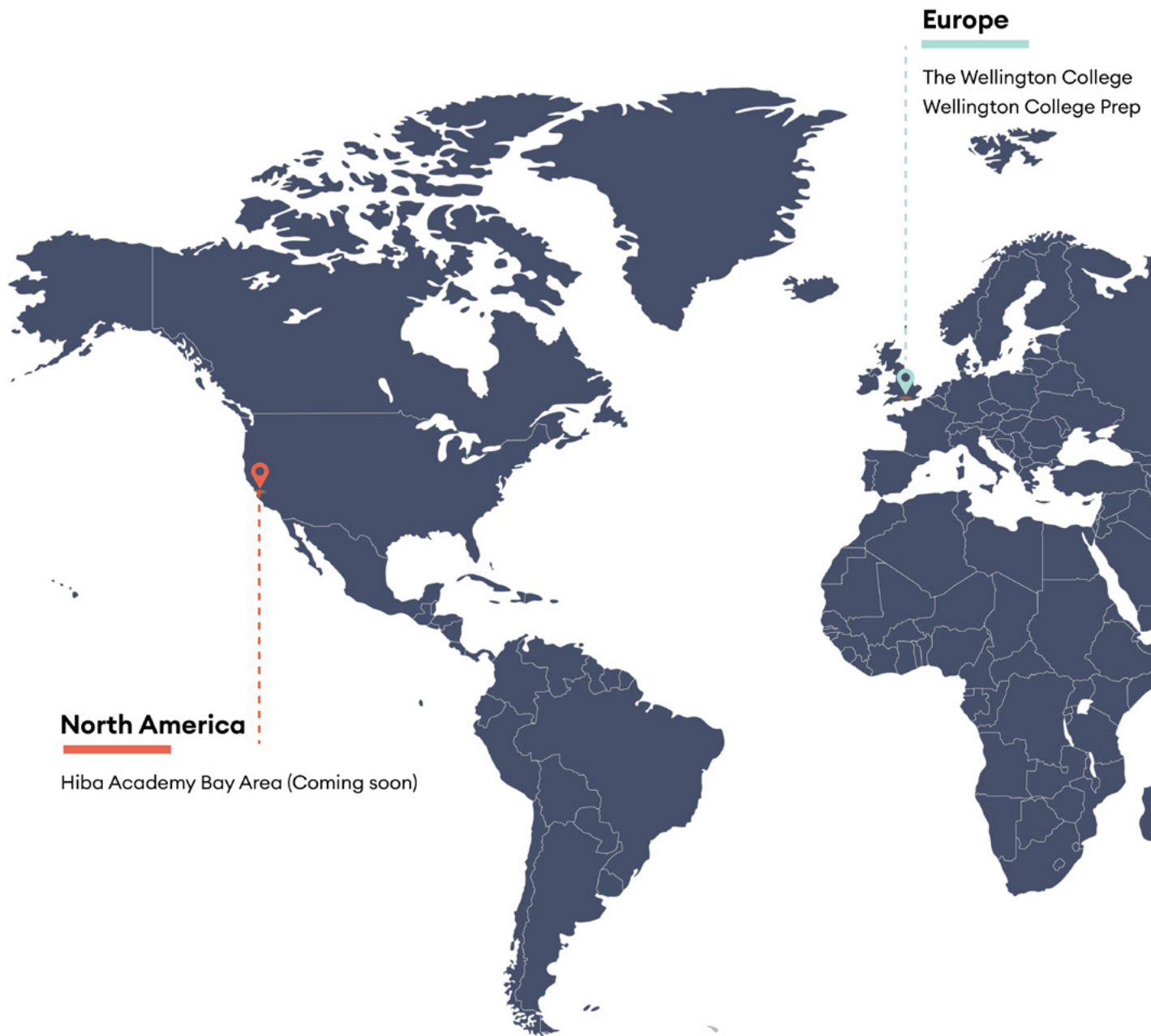
Facilities

WCC schools are renowned for their state-of-the-art sporting facilities and resources. These facilities include gyms, 8-lane, 25m swimming pools, tennis courts and outdoor pitches that cater to a wide range of sports. WCC schools have the facilities and resources to support sport at all levels of enthusiasm and skill, and with this level of outstanding equipment and highly experienced coaching staff, high-performing athletes are provided with many of the resources they need to develop their skills and achieve their goals. Pupils also have access to wellbeing counsellors, university advisors, academic tutors and staff experienced in supporting young people who need specialist pathways and programmes. As a result, high-potential athletes can anticipate a fully rounded support package during their time in our schools.

Our enviable resources and outstanding teaching and learning combine to produce excellent pupil outcomes. We are seeking to enrich both the sporting programmes for individual schools as well as provide a number of very generous scholarship routes for young people with outstanding athletic and academic potential. Our schools can offer up to 110% of the fees in scholarships, in addition to support for elite coaches, training programmes and competition schedules. The first golf graduate of our scholarship programme has just enrolled at Oregon University, a NCAA Div 1 school.

We prioritise athletes who have shown exceptional potential in golf, swimming and tennis, although other sports may be considered on an individual basis. Those selected for the scholarship track will be offered bespoke education packages and tutorial support so that there is no compromise over an athlete's academic performance and outcomes.





North America

Hiba Academy Bay Area (Coming soon)

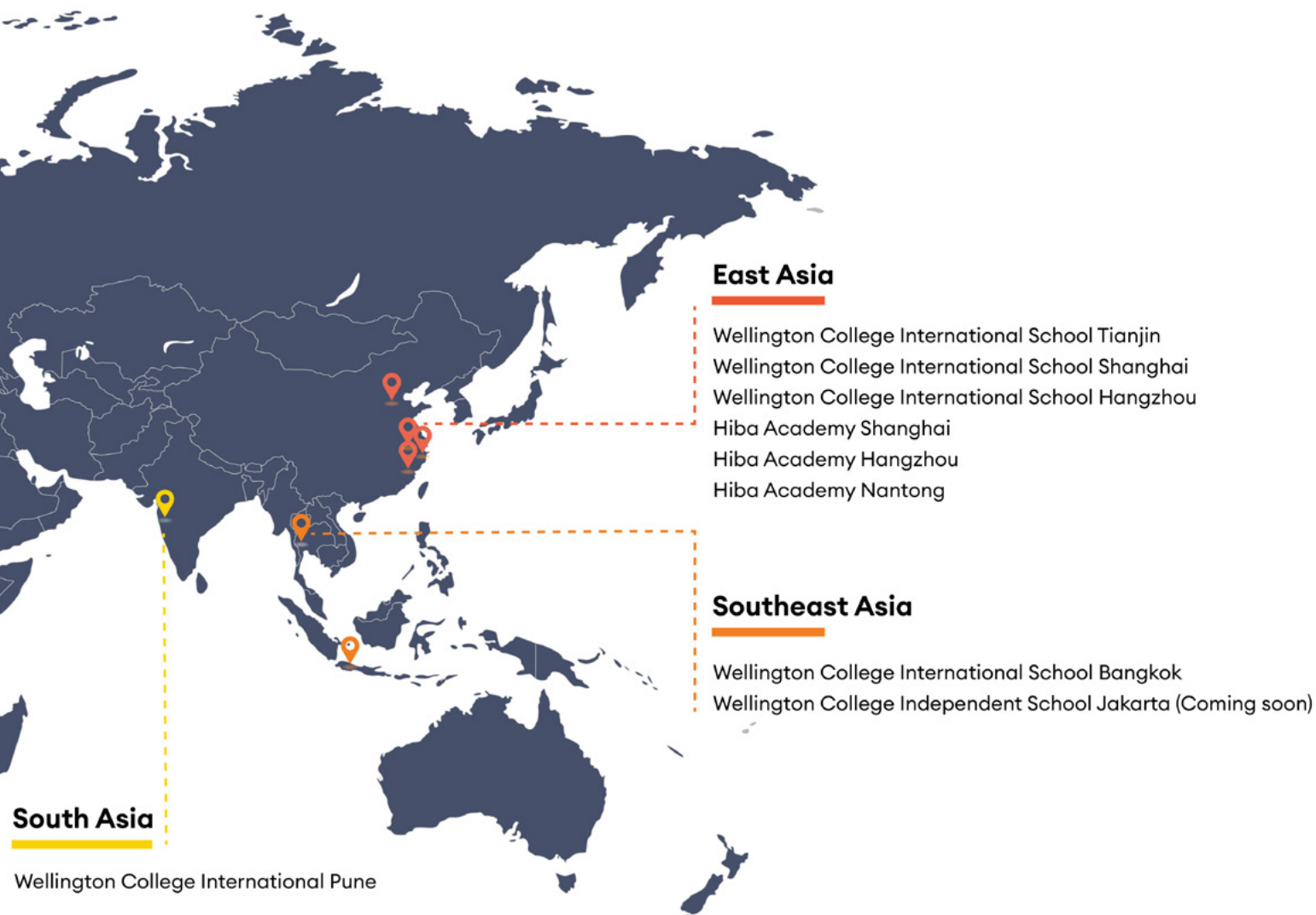
Europe

The Wellington College
Wellington College Prep

Wellington College Education

Wellington College was founded by Queen Victoria in 1859 as a national monument to one of Britain's most renowned military figures and twice Prime Minister, the Duke of Wellington. More than 160 years later, the College is one of the most respected schools in the UK and one of its greatest educational institutions.

In partnership with Wellington College, Wellington College China (WCC) opened its inaugural school, Wellington College International Tianjin, in August 2011. In 2014, WCC grew with the addition of Wellington College International Shanghai followed by its bilingual schools, Hiba Nursery and Hiba School Shanghai, which opened in 2016 and 2018, respectively. 2018 also saw the opening of three schools in Hangzhou: Hiba Nursery and Hiba School and Wellington College International Hangzhou. Hiba School Nantong, WCC's flagship boarding school, opened in 2022.



Wellington International Schools teach a curriculum based on the English National Curriculum and the IBDP, while the Hiba schools in China combine the best of the British and Chinese education systems for Chinese pupils aged 2-18.

Guided by a shared vision of pioneering education to serve and help shape a better world, the Wellington College Education network of schools currently empowers more than 10,000 pupils across the UK, China, Thailand, India and soon Indonesia.

Working for Wellington College Education

We are an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme, and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. We believe this amounts to some of the best professional development available in an international education group.

We pride ourselves on our status as an Employer of Choice; Wellington College China has been awarded the HR Asia 'Best Companies to Work for in Asia' award for four consecutive years.

Living in Shanghai

Shanghai is an exhilarating city of 24 million people, a global centre for finance, innovation and transportation. The city is renowned for its modern skyline and its historic buildings. The lifestyle in Shanghai has much to offer: a world-class dining scene, beautiful city parks, lively nightlife and excellent public transport. The city is exceptionally safe and family friendly. Shanghai is also a fantastic hub for exploring Asia with Japan and Korea on the doorstep and South East Asia only a few hours away.



Role Description

The Wellington College China Group Performance Director for Elite Athletes will be responsible for identifying and recruiting potential elite athletes, developing tailored comprehensive programmes that address the physical, psychological and educational needs of each pupil-athlete and supporting schools in helping these pupils gain admission to elite universities, including HYPSM and NCAA Division 1 universities in the US. The ideal candidate will have a keen eye for talent, a deep understanding of sports and education and a passion for guiding young athletes towards their goals.

The post holder will work closely with school leaders, colleagues in the Central Office and the schools' Directors of Sport in leading the group's development of an elite athlete performance programme and culture. Success in the role would be measured through the quality of recruits to the athletic programmes (particularly in swimming, golf and tennis) and the subsequent pipeline of elite talent moving to the finest universities in the US and beyond.

Key Responsibilities

1. Talent Identification and Recruitment:

1. Identify, evaluate and recruit elite potential pupil-athletes from various sources including local, regional and national sports events.
2. Develop and maintain a database of potential recruits, ensuring up-to-date information on their performance and academic achievements.
3. Develop group-wide policy for admission of elite and emerging athletes and work with school admissions teams to review application and offers for admission.
4. Collaborate with teachers, coaches and sports organisations to ensure a steady pipeline of talented athletes, supporting the establishment of a generous scholarship programme across the group.

2. Comprehensive Programme Development:

1. Collaborate with in-school sports leaders, coaches, academic staff and psychologists to design and implement a holistic programme tailored to each pupil-athlete.
2. Ensure the programme covers all aspects required for the development of elite athletes, including physical training, psychological support, nutritional guidance, academic support and life skills.
3. Support and advise schools on implementing effective, flexible study programmes for elite athletes, which enable them to meet their considerable sporting commitments balanced with positive study habits and academic achievement
4. Source the best external services and experts globally to support the programmes. Closely monitor and quality assure these partnerships.
5. Regularly review and adjust individual programmes based on ongoing performance assessments and feedback.
6. Ensure effective budgetary and resource management.

3. Academic and Admissions Support:

1. Work closely in collaboration with the Group Director of College Counselling and support school teams in guiding pupil-athletes through the college selection process, focusing on elite universities with a global reputation for their athletic programmes.
2. Collaborate with academic staff and pastoral teams to ensure pupil-athletes are monitored and on track to meet admission requirements.
3. Assist in the preparation of compelling college applications, including personal statements, athletic resumes and recommendation letters.
4. Act as group ambassador for high-performing athletes by developing relationships with admissions offices and athletic departments at top-tier universities to facilitate pupil-athlete recruitment and admissions.

4. Coordination and Communication:

1. Support school teams to act as liaison between pupil-athletes, their families, the school and external sports organisations.
2. Foster open and effective communication to ensure all parties are aligned on goals, progress and any necessary adjustments.
3. Assist schools in hosting informational sessions, workshops and events to educate pupil-athletes and their families about the university admissions process and the demands of being an elite athlete.
4. Promote the elite athlete programme externally through attendance at relevant events and conferences and work closely with Group Marketing Director on media and social media content highlighting achievements of the athletes and programme.

5. Monitoring and Reporting:

1. Ensure that school teams track pupil-athlete development and performance through regular assessments and maintain comprehensive records.
2. Provide regular updates and reports to the school administration, CEM and governors on programme impact and progress.
3. Develop and implement methods to measure the success of the recruitment and development programmes.

The successful applicant should expect significant travel within China, across the region and in the US as we look to recruit high-potential young athletes from across Asia and support them through their applications to the most competitive universities in the US.

The job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Job Qualifications

Basic Qualification	<ul style="list-style-type: none"> • A minimum of a bachelor’s degree in Sports Management, Education, Psychology or relevant subject area is preferred, with a master’s degree being a distinct advantage.
Language	<ul style="list-style-type: none"> • Exemplary levels of written and spoken English. • Proficiency in Mandarin Chinese may be an advantage but is not a requirement.
Experience	<ul style="list-style-type: none"> • Proven experience in identifying and developing elite athletes. • Strong understanding of the college admissions process for elite universities, with a track record of successfully placing pupils in HYPISM or equivalent institutions.
Preferred Aptitudes	<ul style="list-style-type: none"> • Demonstrating practice that represents the five core Wellington College China values (courage, integrity, kindness, respect and responsibility). • Excellent organisational and project management skills, with the ability to manage multiple priorities and deadlines. • Exceptional communication and interpersonal skills, with a talent for building relationships with pupils, parents, coaches, academic staff and university admissions officers. • A deep commitment to the holistic development of young athletes, including physical, psychological and educational aspects. • Ability to work self-sufficiently and flexibility. The role will involve considerable travel—nationally and internationally—as well as a requirement to work flexibly including evenings and weekends to attend events as required.






Remuneration

Senior leaders in Wellington have access to very preferential employee benefits programmes. WCC offers an attractive level of variable performance-related pay. The Group Performance Director for Elite Athletes is entitled to 30 days paid vacation per year, school places in WCC schools and health benefits for themselves and dependents. A comprehensive relocation package is offered to candidates relocating domestically or internationally for the role.

We are also committed to exceptional professional development for our leaders. The Group Performance Director for Elite Athletes will have access to a fully funded executive coach as well as personalised learning and development to support their personal and professional growth.

How to Apply

Applications should include:

- 1.**  a concise cover letter (maximum two pages), addressing the criteria in the Person Specification and the reasons for your interest in joining Wellington College China and The Bridge | China;
- 2.**  a current resume;
- 3.**  names and contact details of three references (although references will only be contacted at the final stage of the process and only with your express permission).

Applications should be submitted via Society's portal or by email to Evelyn Wills at evelyn.wills@society-search.com. Please direct all questions about the role or application process to the same email address above.

The deadline for applications is **22 November, 2024**.

Suitable candidates will be contacted before the closing date.

An appointment will be made subject to receipt of satisfactory references and a background check.

The recruitment process will proceed as follows:

- When you submit your application, you will receive an automated email from Society confirming that we have received it. If you have not received the automated email within two working days of submitting your application, please email us at evelyn.wills@society-search.com or contact us by telephone on +44 (0)203 653 0466. Society will conduct an initial screening call to determine the candidates' suitability.
- Candidates moving forward will be invited to a first round of interviews via video call with Society to further discuss the candidate's background and suitability. Further interviews for those selected to move forward will take place via video conference with members of the Wellington College China Central Office team.
- The final round of interviews will be held in person (exact dates, location and details will be shared with selected candidates).

Wellington College China does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status – or any other protected category – in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our school community.

Our hiring practices will prioritise selecting the individual best suited for the job based on experience, expertise, competencies and credentials. ***Wellington College China is committed to applying its equal opportunities policy at all stages of the recruitment and selection process.***

Wellington College Education fully recognises its responsibility for Safeguarding & Child Protection. We place the safety and wellbeing of our community at the heart of all that we do. All staff understand the central importance of this commitment and undergo annual training in child protection policies and practices. To ensure the safety of our community, employment with Wellington College China will be contingent on successful completion of a background check.

Pioneering education
to serve and help shape
a better world.