



南通惠立学校
Hiba Academy Nantong
Wellington College Education

Be **You** Be **More**



CANDIDATE PACK for
Head of Boarding



A hugely warm welcome to Hiba Nantong. We are delighted that you have decided to consider joining us on this amazing journey as we continue to grow our bilingual school in the leafy suburb of the Suxitong district of Nantong. As part of the wider Wellington College Education group of schools we are in safe hands: not only a long history of doing things well, but also greater opportunities for all our staff. We are a group that likes to share good practice and develop our employees.

I look for teachers that take a vested interest in the children in their charge, who will create and deliver a positive and inspiring experience for them and broaden their horizons with a vast array of co-curricular activities. Our children have their roots in China but a global outlook, and that is encouraged here in the boarding house. Both our international and local teachers take an interest in each other's cultures so that we really can fuse the best of the West with the best of the East.

By working in our boarding house, you also join our thriving on-site community. You will have full use of our gym, swimming pool and can join in with a number of activities taking place in our sports hall. Badminton is a sure favourite, so make sure you bring your racquet with you!

Being a more rural boarding school, there is also ample opportunity for you to save money. Living on site means that the school will cover your electricity and water bills as well as internet and a cleaning service once per week. Your only outlay will be food, and even that is for free at school when you are on duty. All in all, your savings should be substantial and your quality of life will be high.

In this document you will find all the information you need about the Head of Boarding role, but if you have further questions then please do not hesitate to ask. We are delighted that you have chosen to consider Hiba Nantong; it is a wonderful opportunity waiting to unfold.

A handwritten signature in black ink that reads "Simon Kenworthy". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Simon Kenworthy
Master

惠贤育能, 立德树人。

Pioneering education to serve

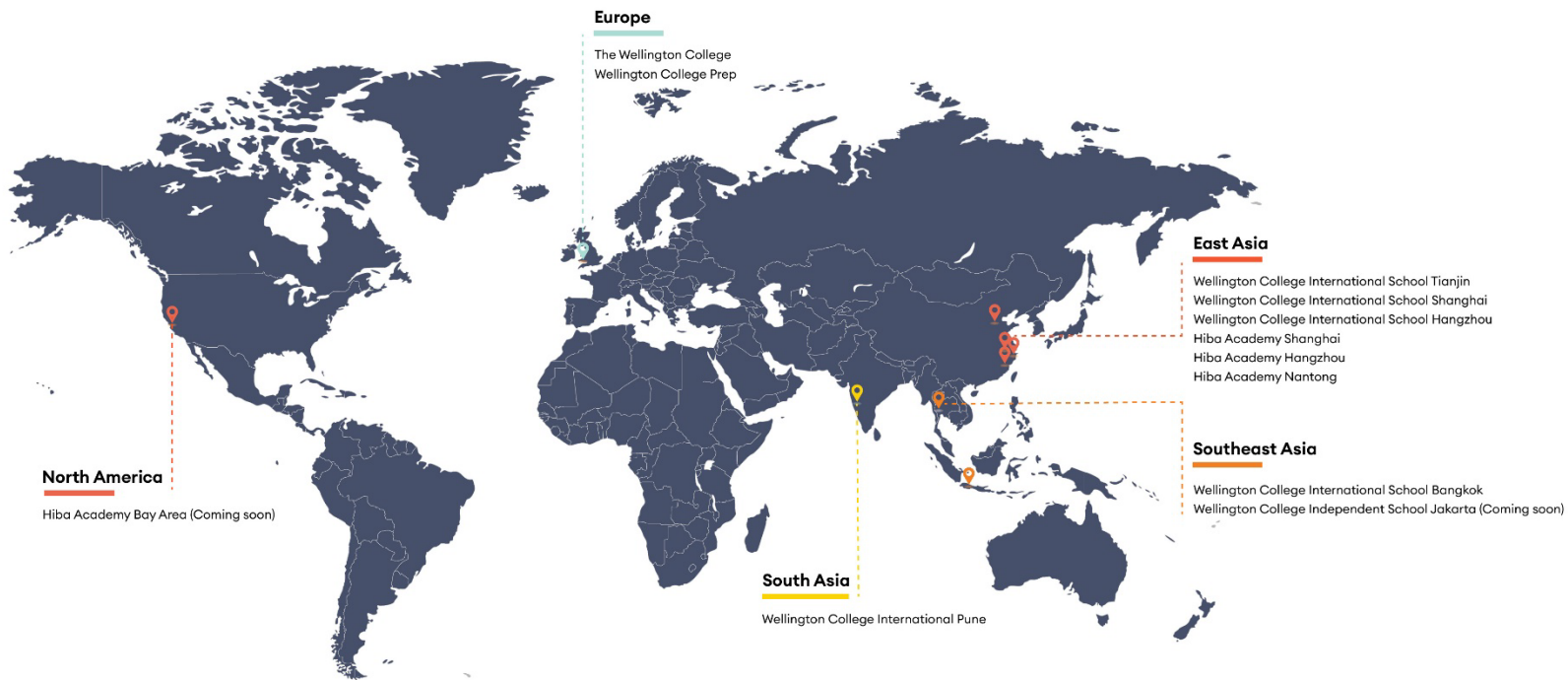
and help shape a better world.

ABOUT US

Hiba Academy Nantong (Also known in Chinese as Huili School Nantong) forms a bilingual arm of the Wellington College China group of schools and is its flagship boarding school. It opened in September 2022 and will continue to add new grades each academic year until full. The design and appearance echo the distinctive Victorian style of Wellington College in England, and the building is set amidst the largest Hiba campus to date. The facilities are brand new and world class and can be seen clearly in our [fly through video](#).

Hiba Academy Nantong benefits from strong partnership and collaboration with its sister schools in Shanghai, Hangzhou and Tianjin. They actively work together to build upon the long and successful history of Wellington College in England, comparing favourably with the world's best schools and upholding a reputation centred on a breadth of excellence in both provision and achievement. Hiba Academy Nantong is led strategically by The Master and a Board of Governors, all of whom are fully committed to cementing the school as the best bilingual education provider in the region.

Vital to achieving this aim is appointing a team of world-class teachers who are enthusiastic about their subjects and keen to apply this in a bilingual setting. As well as outstanding subject knowledge, we expect all our staff to have a deep interest in bringing about the best for the children in their care. We look for team players, with a commitment to continual self-improvement in all areas of school life. Our staff need to have demonstrable, robust experience of outstanding school practice, and a strong willingness to be involved in the development of this relatively new school. Whilst this is hugely rewarding, it will also require a lot of hard work, and we will expect our staff to go above and beyond their job descriptions when needed, to roll up their sleeves and maintain a positive, can-do attitude throughout.



THE WELLINGTON COLLEGE NETWORK

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 Academy Shanghai, which opened in 2018. 2018 also saw the opening of two schools in Hangzhou: Hiba Academy Hangzhou and Wellington College International Hangzhou. Hiba Academy 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 Academies 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, Wellington College Education network of schools currently empowers more than 10,000 students across the UK, China, Thailand and India, with Indonesia and the USA following shortly.

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. We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities, and adds real value to everything we do.

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 programs, the High Potential Leadership Program, 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. To view our full directory of learning and development opportunities, please see our [Course Directory](#).

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 4 years running.





THE WELLINGTON AND HIBA ETHOS

We know that the very best schools develop the whole child, and we are resolute in our commitment to holistic education. We aim to create a caring and aspirational community that develops well-rounded individuals with strong values and the skills to thrive in an ever-changing world. We achieve this through holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen, and the very best adults that they can be.

Underpinning these aspirations and this philosophy is our commitment to the Hiba values of Kindness, Courage, Integrity, Respect and Responsibility. Our values affect every part of our practice and will be evident in all that we do.

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

THE CURRICULUM

Pupils at Hiba Academy Nantong experience a curriculum that has the rigour of the Chinese National Curriculum interwoven with features that are representative of the Wellington educational philosophy. Learning opportunities are carefully crafted to promote bilingualism in Chinese and English. The school will prepare pupils for the International General Certificate of Secondary Education (IGCSE) in the High School and A-levels in the Sixth Form.



An extensive extra-curricular programme of sports, arts, performance and study are offered to enrich and broaden the education offered. Indeed, high quality pastoral provision is central to the Wellington philosophy with a thriving house system and a purposeful wellbeing programme.



LOCATION

The school lies 30 minutes outside Nantong, a city with a population of 7.7 million, and is a prefecture-level city in the southeast of Jiangsu Province. A vital port city, Nantong borders Shanghai (90 mins), Suzhou (80 mins) and Wuxi (90 mins) to the south across the river and the East China Sea to the east. The city is famous for textiles, sports and education and with a small city centre, it is quick to get out into nature and the countryside.

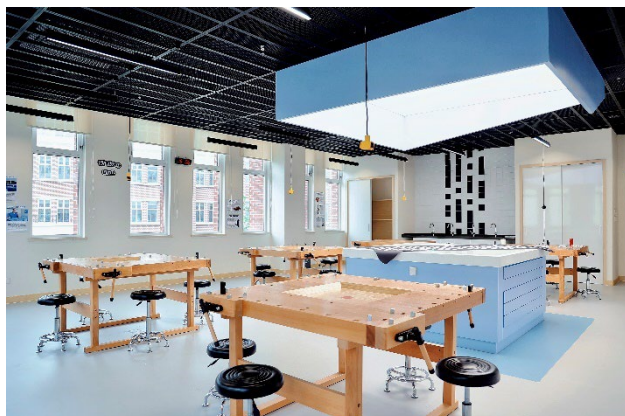


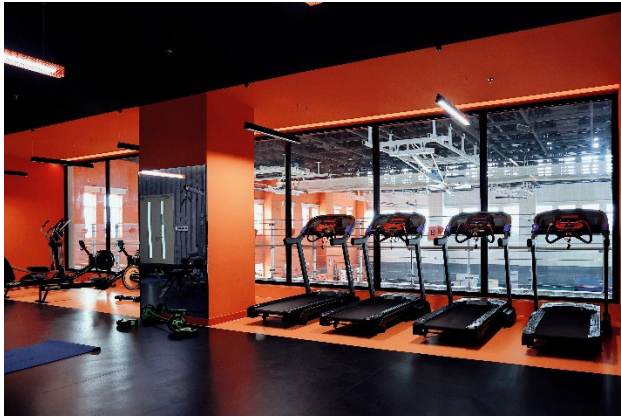
Nantong is well connected to the world, with its own international airport and a bullet train linking it to Shanghai. The school provides a weekend shuttle for staff to head into the city from campus and has a small fleet of electric scooters for visiting the local shops. Staff also enjoy the use of the school's range of recreational and sporting facilities as well as modern furnished accommodation.




FACILITIES

Offering a complete 15-year education, the campus has a total area of 80,000m². Having an enrolment capacity of over 2,000, the school is also able to offer boarding options for up to 700 pupils starting from Grade 1. Hiba Academy Nantong is fortunate to have brand new teaching areas, boarding houses, libraries, an indoor sports hall, two swimming pools, an all-weather football pitch, grass rugby pitch and 400m synthetic running track.





ROLE DESCRIPTION

	JOB TITLE	LOCATION
	Head of Boarding	Nantong
	DEPARTMENT	LINE MANAGEMENT
	Boarding	Master

OBJECTIVES

The Head of Boarding will lead all aspects of provision in the boarding house, including overseeing pupils and the adults delivering the provision. The boarding house is to provide an extension to the educational experience of the school and retain an equivalent philosophy and ethos. The Head of Boarding supports each individual pupil's growth and development. The Head of Boarding must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

The position is residential, and the post holder will be required to live in accommodation as specified by the Master during term and contribute to all duties while pupils are living in school. In periods of absence from the House during term time, the postholder will arrange cover and all such absences should be pre-approved by the Master.

KEY RESPONSIBILITIES

1. Overall expectations

- To be resident within the House at all times during term time
- To get to know each of the boarders as individuals
- To manage the relevant boarding staff
- Ensure excellent academic and pastoral care for the boarders
- To promote excellent working relationships with parents and guardians and to respond promptly to their concerns

- To draw up a strategic development plan for the Boarding programme as required by the Master and to be responsible for its implementation
- To play an active part in marketing the School through attendance at, all relevant marketing events (on or off site) and through giving tours for prospective parents
- To manage the budget delegated to the Boarding House effectively
- To organize a programme of activities for the Boarding House which include opportunities for social interaction, charity activities and acts of community service
- To maintain high personal standards of prompt arrival for House responsibilities and events, and appropriate professional appearance
- To maintain the highest standard relating to duties (administrative or teaching)
- To attend all major School events as required by the Master.

2. Welfare and pastoral care

- To promote and maintain a safe environment that, wherever possible, meets the National Minimum Standards for Boarding (UK), whilst recognizing that this might not always be possible in an international context.
- To play a leading role in ensuring boarders welfare and personal development.
- To ensure the safety of boarders and staff by maintaining accurate records, dealing appropriately with hazards, and reporting any problems.
- To promote and safeguard the welfare of children and young persons by adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times.
- To organise the induction of new boarders into the House so that they feel welcome, secure and clear about the values and expectations of the House and
- Positively encourage and organise pupils in their interests and activities and develop a positive relationship with them.


- Evaluating the pastoral care data and observations and using this analysis to identify good practice and areas for improvement.
- Ensuring effective development of pupils' individual and collaborative study skills necessary for them to become more independent in their work.
- Encouraging pupils to participate as appropriate in the boarding activity programme and monitoring that participation
- To keep parents and guardians informed by telephone or letter of any matter affecting the welfare or happiness of their children
- Guarantee high quality and sensitive communication between parents and all boarding staff
- To seek advice, when appropriate, for pupils who give cause for concern academically or behaviourally
- To liaise with the Health Centre staff concerning the general health and life-style of the boarders and to keep closely in touch with the nursing team and/or DSL in case of individual concerns

3. Management of Staff

- Induction and on-going training of all boarding staff in accordance with the School ethos
- Provide high quality induction and further encouragement and guidance in the form of opportunities for development for the boarding staff according to their individual needs
- To assess the performance of members of the Boarding Team in accordance with the School's appraisal policy
- Devise and manage staff duty rotas

4. Development of Boarding

- With the Master develop a vision for boarding, including weekend boarding from August 2025.
- Working closely with the admissions and marketing team in the promotion and marketing of boarding, which may include attending Open events and fairs in other cities.
- Working with the Leadership Team to be proactive and innovative

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- Ensure that the boarding provision answers the needs of all boarding pupils so that outcomes both curricular and co-curricular are excellent
 - The Head of Boarding is expected to liaise with the Master on boarding related issues although they should also consult with the Bursar and her team regarding any proposed changes to fabric and fittings.

5. Professional Development

- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflect on your work and share your experience with other colleagues.
- Attend and participate fully in Staff Development programmes.
- Attend staff meetings and briefings as and when required.

6. Policies and Procedures

- Be fully conversant with the School's Health and Safety Policy, monitor those sections as it affects the boarding house and instil into all pupils and staff a positive approach to Health and Safety.
- Be familiar with and adhere to the school policies especially those pertaining to child protection, safeguarding, anti-bullying, health and safety, e-safety, substance misuse and be aware of the requirements of the National Minimum Standards for Boarding Schools (UK), and to be familiar with the contents of the Boarding Handbook.
- Be familiar with the fire safety and lock-down procedures as you may be the responsible person on site in the event of a fire alarm.
- Help maintain comprehensive records on each pupil within the House through OneNote
- Contribute to displays and reflect current activities and experiences in the boarding house
- To ensure that necessary alterations to the boarding timetable are implemented and communicated so that adequate cover is provided for any absenteeism.

Disclaimer: the job description is not designed to cover or contain 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.

PERSON SPECIFICATION

Basic Qualification

- A minimum bachelor's degree in a relevant area is preferred

Language

- Exemplary levels of written and spoken English
- Proficiency in Mandarin Chinese may be an advantage

Experience

- Demonstrable experience in boarding management in either Bilingual or International schools
- Experience with schools at the 'premium' end of the market, with experience of bilingual schools an advantage but not essential
- Familiar with working to challenging boarding targets
- Experience in leading and managing teams to deliver results

Desirable attributes include:

- Cross-cultural working experience is a significant advantage
- Sensitivity to local customs and culture
- Be able to assess pupils' interests, needs and developments
- Excellent communication skills, written and spoken
- Displays passion for the education industry and boarding in particular
- Record of problem-solving, strategic thinking and delivering significant impact
- Pro-active, self-sufficient and pragmatic.
- Comfortable working at pace and with agility
- Ability to manage a range of concurrent projects effectively
- Judgement to prioritise a demanding workload
- Role models self-development and receptive to feedback
- Personal integrity, accountability and credibility
- Embodies and demonstrates the Hiba values

REMUNERATION PACKAGE

The benefits of working at Hiba Academy Nantong are many and generous. The following is a list of what you can expect. The exact nature of the individual benefits will be discussed during the interview:

- generous and highly competitive salary
- high quality accommodation
- worldwide medical insurance
- annual air ticket to / from your home country
- relocation allowance and visas / medical and flight benefits for spouse and up to two children
- support with schooling for dependent children may be available - please speak to us about options

Furthermore, the cost of living in Nantong allows for a very comfortable lifestyle in China.

HOW TO APPLY

Applications should include:

- a concise **cover letter** (maximum one side of A4), addressing the criteria in the Person Specification and the reasons for your interest in joining Hiba Academy Nantong
- a **current CV or resume;**
- 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).

Hiba Academy Nantong has partnered with **Society Executive Search** for this process.

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

Please be aware that shortlisted candidates will be asked to provide originals of all qualifications referenced in their applications, along with original proof of identity.

Hiba Academy does not and shall not discriminate on the basis of race, colour, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation - 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. Hiba Academy is committed to applying its equal opportunities policy at all stages of the recruitment and selection process.

Hiba Academy and Wellington College Education fully recognise their responsibility for Safeguarding & Child Protection. We place the safety and well-being of our community at the heart of all 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 Hiba Academy will be contingent on successful completion of a background check.

从心, 致远。 **Be You. Be More.**