



WELLINGTON
COLLEGE
INDIA

**BRIEF FOR THE POSITION OF
DIRECTOR HUMAN RESOURCE**

WELLINGTON COLLEGE
INTERNATIONAL PUNE

START DATE: JUNE 2022



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Introduction

Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. It will benefit from strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand.

WCIP aims to be the leading and most inspirational education provider in India. In achieving this aim, it will be actively building upon the long and successful history of Wellington College in the UK, comparing favorably with the very best schools anywhere around the globe, with a reputation centred on a breadth of excellence, both in provision and achievement.

At Wellington College International, Pune, we believe that every child has the right to a well-planned, joyful, and holistic education with excellent standards of teaching.

Key to our educational ethos is full commitment to the school, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere.

This is an excellent opportunity for an experienced and enthusiastic individual to join our dedicated team as Director HR. The successful candidate will lead the HR department processes and driving people management strategies. This includes, coaching, mentoring and supporting staff members to identify their individual strengths and development needs, while championing an open, embracing culture of Diversity, Equity and Inclusion throughout the organisation. Ensuring that the human resource programs and initiatives are implemented effectively and efficiently. Responsible for the supervision of the payroll

function and the efficient operation of the monthly payroll.

As a leader of the Human Resources department, She/ He will contribute a high level of human resource generalist knowledge and expertise towards the school. She / He will be accountable for talent acquisition, succession/workforce planning, performance management and development for property employees, using technology efficiently, and coaching/developing others to help influence and execute business objectives in the most efficient manner. She/ He will work with considerable independence, developing processes to accomplish objectives in alignment with broader business objectives.

She/ He will utilize a Human Resource Business Plan aligned with the school and brand strategies to deliver HR services that enable business success.

The candidate will be a strategic thought partner to the executives and have a business focused mindset to help translate business objectives to people strategies.

The candidate will operate as a trusted advisor and serve as an expert on people and organizational matters, while navigating her/ his way through a fast-paced environment and thriving in the chaos that comes with it. The company is at its inception stage and therefore it needs a certain type of entrepreneurial ethos on the people's side to set up multiple schools for future success.

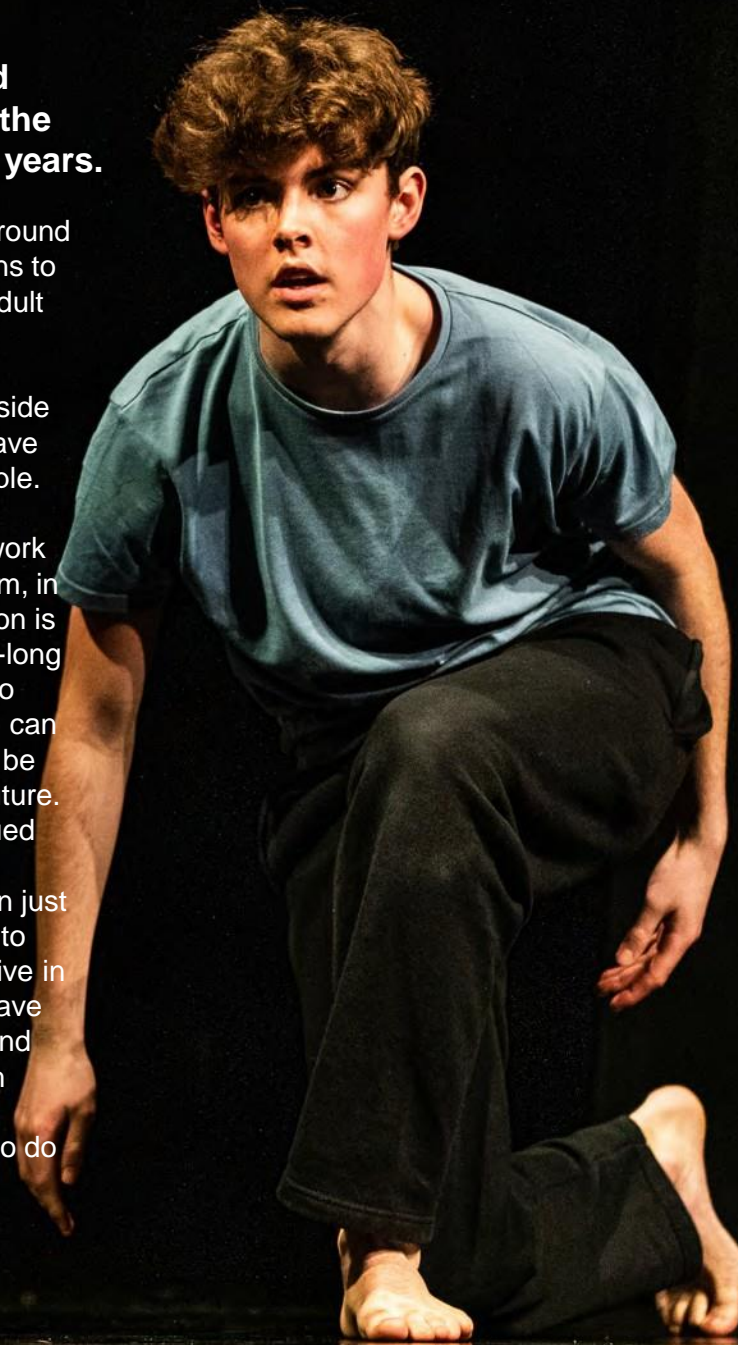
About Wellington College

Wellington College is one of the world's leading coeducational day and boarding schools. Set in 400 acres of beautiful parkland in Berkshire, the College delivers an inspirational education to 1,040 pupils aged 13-18 years.

Wellington College was granted its Royal Charter in December 1853, with Queen Victoria laying the foundation stone in 1856. It is the national memorial to Britain's most distinguished military leader, the Duke of Wellington, who was described on his death by Queen Victoria as 'the greatest Englishman that has ever lived'. Prince Albert, her husband, took a shaping interest in the school and chaired governors' meetings. After his death his place was taken by the Prince of Wales, the future King Edward VII. Few schools possess such a rich heritage and such a close relationship with the Royal Family. Today, the College is renowned for being an outward-facing school with a strong international perspective. A wonderful fusion of heritage and modernity characterises the educational philosophy. The curriculum, facilities and teaching methods are constantly adapting to the challenges of preparing young people for the ever-changing world of the 21st century. Wellington College is dynamic in every sense of the word yet is rooted firmly in the five College values – **Kindness, Courage, Respect, Integrity and Responsibility** – values which underpin every aspect of life at Wellington. Recruitment of staff; selection of students; policies and practices; day-to-day decision making are all founded on the five values.

Our educational philosophy is focused around the traits which we want all Wellingtonians to acquire before taking their place in the adult world.

We want our pupils to be inspired by everything they do at Wellington, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely intellectual approach to their academic work and to their view of the world around them, in the knowledge that a Wellington education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly independent, as those who can think, learn and cope independently; will be the leaders and game-changers of the future. We want each and every pupil to be valued and developed as an individual, so their Wellington experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be inclusive in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.





Academic Life

Wellington's academic life is rich, varied and truly outward-looking in its restless pursuit of excellence. It is a place where learning matters and 'being educated' is more than getting outstanding exam results. The journey towards independent learning begins in a Wellingtonian's very first year at the College and the Harkness philosophy lies at the heart of the school's academic approach. Each pupil has an academic tutor and feedback is given to both pupils and parents on a regular basis: the emphasis is very much on coaching and helping pupils take ownership of their academic progress. Between 2016 and 2021 Wellington College, along with many other leading schools, did not supply exam results to the league tables. However, pupils achieved stellar results. In 2021, the IB cohort achieved an incredible 41.2 average with thirteen students achieving the maximum 45 points; 73% achieved more than 40 points and 87% achieved 38+. At A Level, 25 students achieved straight A*s; across the cohort 45% of grades awarded were A*, 80% were A*/A and 96% were A*-B. 52% of the 245 students in year 13 took IB DP, and 48% A level.

Pastoral Life

Wellington prides itself on the outstanding levels of pastoral support offered to pupils. This is achieved through a proactive approach and excellent communication between the Houses, Health Centre, counselling service and staff. The College's nationally recognized Wellbeing curriculum aims to equip pupils with the tools necessary to cope with life in school as well as preparing them for a healthy, happy and successful life after school. On a day-to-day basis, it is the Houseparent in each of the 17 Houses who has overarching responsibility for the pastoral life of the boys or girls under their care.

Co-Curricular Life

There is only one Wellington College but each student has the opportunity to make it their very own school. With extensive choices in every part of their co-curricular life, every student has all the options to work out what will make them distinct as an individual. This choice starts from the beginning of the year with College Carnival so that every student knows exactly what's on offer.

Arts

Arts sit at the heart of the Wellington Community and its drive to create exciting individuals. Wellington is an Artsmark Gold school, and well on track to achieve the highest accolade of Platinum status. Every Wellingtonian is involved, from the Third Form onwards, in the imaginative and dynamic Arts Programme, which seeks to inflame their creative imagination and to make the very most of their artistic talent and potential. The success of these arts are celebrated in the annual Wellington Arts Festival, which opens the doors to the national community and sees the College's home grown stars perform alongside internationally renowned celebrities from the art world.

Sport

Wellington College has a 'premier league' reputation as one of the best schools for sport in the UK. With 98% of Wellingtonians regularly involved in sporting activities and matches, sport is a big part of the Wellington identity and there is a sport for every child.

Enrichment

When students have had their fill of drama, art and sport, there are clubs and societies for just about every popular hobby and interest. Intellectual interests are certainly catered for, with academic departments offering societies relating to their subject, linking raw academic hunger with that of a broad interest base. Societies such as Phil-Thy (Philosophy and Theology), Classics Society, World History Society and BioSoc attract pupils from outside their departments too.

Global Citizenship

At Wellington College, character development is an essential part of the education provision. The Global Citizenship Team helps students to understand their role in the world and to aid their transition to empowered and engaged social change-makers who will have a positive impact in society.



Wellington College International Limited

Wellington College International (WCI) supports partners with shared values and passion for delivering a ‘Wellington’ education, establishing world class schools in premium locations. WCI schools are genuinely outstanding and distinctively Wellington.

Wellington College China

There is currently a family of five schools in China with WCC, located in the cities of Tianjin, Shanghai, and Hangzhou. Three are International schools, open to international students, and two are bilingual Chinese schools which are open to Chinese nationals. A further bilingual school will open September 2022 in Nantong. All the schools have bespoke, premium campuses with world-class facilities, and deliver a holistic Wellington education with excellent academic outcomes.

WCC has also founded the Institute of Learning, for research, training and development in education.

Wellington College International Bangkok

WCI Bangkok was opened in 2018 and benefits from a fine quality and forward-thinking campus, that supports the very best holistic education. In a competitive market, the school is growing strongly and is already recognized for its outstanding achievements.

All schools enjoy high levels of legal and financial independence and have their own governing boards. The Board will comprise members drawn from the Unison Group and Wellington; the main Board will meet termly and operate through a series of sub-committees.

Decision-making is devolved to the frontline to give leaders at all levels a sense of ownership. It is assumed that decisions can be made at school level unless explicitly stated in the governance handbook as group standards or governance decisions.

All schools carry the same Wellington College name and therefore share the same reputation. As a group, there is a strong desire to combine the advantages of school level autonomy and group level expertise.

Wellington College International Pune is intended to be the first of several schools developed across India in partnership with the Unison Group.



About Unison Group

The Unison Group is amongst India's leading education providers and is synonymous with quality and academic rigour. Established in 1996, the Unison Group has founded:

Unison World School, Dehra Dun
Founded in 2007 as a girls' boarding school for grades 6-12, the school has quickly established itself as a foremost school with a national reputation for excellence. The school caters for 450 girls and offers ICSE, ISC and IGCSE pathways and a wide range of extracurricular opportunities, including the Duke of Edinburgh Award. Unison World School is an International Member of Girls' School Association. Academic achievement at the school is excellent and students matriculate into leading universities in India, the UK, the US and globally.

IMS Unison University, Dehra Dun
Formerly the Institute of Management Studies, the University offers Undergraduate, Postgraduate and Doctoral programmes in Management, Journalism, Law, Hospitality and Liberal Arts.

DIT University, Dehra Dun
The University offers Undergraduate, Postgraduate and Doctoral programmes in Engineering, Technology, IT, Architecture, Management, Pharmacy, Sciences and Liberal Arts for 6,000 students.

Institute of Management Studies, Delhi NCR
The Institute offers Undergraduate and Postgraduate programmes in Management, Journalism, Computer Applications, Law and Design.

The group is currently engaged in establishing Unison Boys' School, a boys' residential school for 600 students planned on a sprawling 50-acre site. In addition to its core work in education, Unison is currently developing assets in the commercial and real estate sectors.

With core values of Creativity, Curiosity, Responsibility, Integrity, Empathy, Tolerance, Respect and Commitment, the group is a natural partner for Wellington, and was drawn to the combination of Wellington's illustrious history, drive for innovation, track record across Asia and measured plans for growth.

Unison Group resources will be deployed to provide local knowledge and active support to Wellington College International Pune in key central services functions such as legal, finance, estate management and IT.



The Location

The city of Pune was selected by Unison Group following an extensive market survey completed on behalf of Unison by a leading global strategy consultancy.

The favourable demographics within the city made it an appealing prospect for the first Wellington College in India. With a population in excess of 6 million, Pune is the second largest city in the state of Maharashtra after Mumbai, and one of the top three fastest growing cities in India. Of all the cities in India, Pune ranked second in the Mercer Quality of Living Index 2019.

Pune has long been known as a centre of educational excellence and carries the moniker “The Oxford of the East”, being home to top universities, business schools and the highest number of international students of any city in India. Pune has a thriving economy and is a global hub for innovation, manufacturing, technology, and medical research and is particularly well known for the IT ecosystem

that has flourished in the city. According to a Jones Lang Lasalle report, Pune is the second highest city in India in terms of household income, and the number of Ultra High Net- Worth Individuals in Pune grew by 18% in 2015-2016 and was predicted to grow by 170% between 2016-2026 – the highest growth rate in the world.

Pune has good weather throughout the year with mild winters and relatively temperate summers. The city is home to numerous ashrams, palaces and museums which offer a fascinating mix of cultural and historical sites. In the surrounding area, the mountains offer the opportunity to trek through dramatic landscape, explore hill stations or find one of the region’s many waterfalls.

Wellington College International Pune

Wellington College International Pune will be a coeducational day and boarding school for 800 pupils between the ages of 2-18, established on a campus designed by award-winning British architects.

Opening in August 2023, the school will follow the English National Curriculum culminating in the IB Diploma, for which Wellington College is amongst the leading academic schools globally.

The school is being established in the north-eastern sub-market of Pune at Kharadi (Wagholi) and is part of a premium integrated township development comprising IT business parks such as EON Free Zone, Business Bay, Tech Park One, Giga Space and Weikfield IT Park to name a few. In addition, this sub-market benefits from the presence of important physical and social infrastructure, including proximity to the international airport (12 kms away), accessibility via completed Mumbai – Pune six – lane expressway, prominent hospitality and retail developments and leading educational institutes. In addition to IT and office spaces, the new development accommodates over 1,000 premium apartments and high-end villa developments.

The Curriculum

WCIP will offer the English Early Years Foundation Stage (for students aged 2 -5) curriculum followed by the English national curriculum as a basis for the core subjects. Junior School students (aged 5-11) will follow the English national curriculum, suitably enhanced and with consideration of the cultural context and the needs of pupils. Teaching in the Junior School

will mostly be by class teachers with support of specialist teachers. The Senior School (aged 11-18) will commence with the English national curriculum in year 7, leading to the two years of IGCSE in years 10 and 11. In the Sixth Form pupil progress to take the International Baccalaureate Diploma Programme (IBDP) in years 12 and 13, leaving them extremely well prepared to apply for world-class university courses and future career paths.

Pastoral care and support for the younger pupils shall be provided through highly experienced class teachers. Older pupils will be proud of their house identities, house names being one of many connections with Wellington College. It is envisaged that Housemasters will lead teams of house tutors to provide pastoral support in Junior School and the Senior School.

Indeed, high quality pastoral provision is central to the Wellington philosophy with a thriving House system and a purposeful Wellbeing programme features at all Wellington schools. In line with Wellington College, UK, an extensive extra-curricular programme of sports and other after-school activities will be provided to enrich and broaden the education offered.



The Role

The Master seeks to appoint the Director Human Resource from June 2022.

At Wellington College International Pune, our leaders are recognized as role models within, between and beyond the school, building a strong sense of community, whilst being responsive to our pupils, families, and staff.

The Director, Human Resource is responsible for the administration and management of all areas of human resources for the central office as well as school(s). The position requires a highly organized and detail-oriented person with excellent interpersonal skills and a high degree of confidentiality and discretion.

The Director Human Resource will report to Director Wellington College India and work closely with the senior leadership team of the school.



Job Specification

Key Responsibilities of Director Human Resource

- Establish the Human Resource department for the central office as well as the school
- Manages all HR functions including talent acquisition, performance management, employee relations, benefits, and compensation
- Develops and maintains the school's employee policies and procedures, employee handbook and employee forms
- Manages the recruitment process including posting, recruiting, interviewing, and hiring for open positions
- Supports the Leadership Team in the recruitment of Expat faculty and staff
- Prepares and maintains accurate job descriptions and oversees the employee onboarding, orientation, exit processes and document completion
- Advises and consults with Head of School and relevant leadership team members to resolve and/or diffuse employee issues, oversees and directly engages in the resolution of delicate employee matters and seeks at all times to protect the School's best interest
- Monitors and submits insurance claims related to worker's compensation
- Develops, implements and maintains effective compliance with Employment and Labor Laws and Regulations
- Maintains employee records and files
- Oversees VISA, relocation, logistics and administration for Expat faculty and staff
- Leads Annual Performance Management process for faculty and staff
- Leads professional development initiatives for faculty and staff
- Supervises HR Manager whose key responsibilities will be supporting the HR Team, administering payroll, benefits, relocation and logistics for expats, managing the school's email account, vacation tracking
- Liaison with International educational authorities for Expat appointments
- Strong executive coaching skills with a focus on leading through change
- Effective consulting skills covering the full range of HR disciplines
- While the above includes a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management



Person Specification

BASIC QUALIFICATION	Education	Bachelor's degree or above
		MBA in Human Resource
	Language	Business level of spoken and written English
EXPERIENCE	Working Experience	Minimum of 15-20 years of experience in Human Resources Management
	Management Experience	Minimum of 10 years' senior leadership experience

- Kind, pleasant and effective communicator, willing to serve people at all levels in the organization
- Working knowledge of human resource principles, procedures and practices
- Ability to effectively deal with multiple priorities, functions and activities
- Well-developed business ethics and the ability to maintain a high level of discretion
- Knowledge of Indian, Expat and state employment laws and regulations
- Knowledge of business and payroll software, including Microsoft Word, Excel and PowerPoint. Knowledge of working on HR ERP would be preferred
- Proficient in the use and application of a range of psychometrics in assessment, selection and development environments
- Excellent verbal and written communication skills with an emphasis on confidentiality, tact and diplomacy
- Knowledge & Experience of Expat appointments
- Experience of working with an International school will be preferred



Remuneration

The successful candidate will receive an extremely competitive salary package with benefits appropriate to the responsibility and status of the position.

Apply

How to apply:

Please submit your resume along with a cover letter addressed to The Master, Wellington College International, Pune at talent@wellingtoncollege.in, mentioning "Application for Director Human Resource" in the subject line. Also share details of three references, one of whom must be the current employer.

Safer Recruitment Policy:

"Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection." **ITFCP Statement of Commitment**

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

Reference:

Please note that we will wish to contact the referees of all shortlisted candidates; if you have a specific preference that we should not contact someone immediately, please indicate this in your application.

Timelines:

Last date to apply- Monday, 27th June 2022

Interview dates- between 4th – 9th July 2022

Final decision- by mid July 2022





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