



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE



## Appointment of: Master

Wellington College International Pune

Location – Pune, India

**Pic credits:** @atharvapadhye01 (Instagram)

**Shaniwar Wada** is a historical fortification in the city of Pune, India. Built in 1732, it was the seat of the Peshwas of the Maratha Confederacy until 1818. The fort itself was largely destroyed in 1828 by an unexplained fire, but the surviving structures are now maintained as a tourist site

## Chairman's Hiring Invitation Letter

It is with great pride and anticipation that I reach out to you with an invitation to join us on a journey that is both historic and deeply personal — the search for the new Master of Wellington College International Pune.

Wellington College has, for more than 160 years, stood as a beacon of learning, character, and leadership. Its heritage is woven with stories of changemakers who have gone on to shape the world in remarkable ways. When we set out to establish Wellington College International Pune, we did so with the dream of bringing that legacy of excellence, innovation, and humanity to one of India's most dynamic and culturally rich cities.



Our first years have been filled with promise — a vibrant and state-of-the-art campus, inspiring teachers, and families who have entrusted us with their children's futures. Now, as we look to the next stage, we seek a Master who will not only carry forward the Wellington ethos but also leave their own mark in shaping what this community can and should become. The role calls for much more than academic leadership. We are looking for someone who is an educator at heart, a visionary in spirit, and a mentor in practice. Someone who can look a child in the eye and ignite curiosity, who can walk the corridors and be a source of encouragement for teachers, and who can meet parents with both wisdom and empathy. Someone who can hold in balance the traditions of one of the UK's most respected schools with the energy, diversity, and forward-looking aspirations of India today.

This opportunity is not simply about leading a school; it is about building a living, breathing community that will shape young people's minds and hearts for generations to come. It is about instilling values of kindness, courage, respect, integrity, and responsibility — and by doing so, helping to shape the kind of world we all wish to see. If you are a leader who believes, as we do, that education is one of humanity's greatest forces for transformation, and if you are ready to bring your experience, creativity, and compassion to this extraordinary venture, then I warmly invite you to apply. On behalf of our Board, our families, and our students, I extend my heartfelt welcome to those who share this vision and feel called to be part of Wellington College's unfolding story in India. I hope the information in the pack helps you to learn more about Wellington College International Pune and this exciting role. I warmly invite you to apply and to join us in this remarkable endeavour.



Anuj Aggarwal  
Chairman BoG, WCI Pune  
Founder, Wellington College India





## About Us

Wellington College is one of the world's most respected independent schools, founded on a distinguished heritage yet defined by a bold commitment to innovation in education. Consistently ranked among the top ten schools globally for the International Baccalaureate Diploma Programme (IBDP), Wellington is celebrated not only for academic achievement but also for its world-class excellence in sport, the arts, and pioneering work in wellbeing.

Bringing this global vision to India, Mr. Anuj Aggarwal, a trailblazer in Indian education and co-founder of the acclaimed Unison World School, partnered with Wellington College International to establish Wellington College International Pune (WCI Pune). Inspired by Wellington's ethos of holistic education and future-focused learning, Mr. Aggarwal is committed to redefining educational standards for students in India. As the eighth school in the Wellington College International family—and the first in India—WCI Pune draws strength from deep collaboration with Wellington College UK, as well as its thriving family of schools across the world.

Set on a state-of-the-art campus designed by MICA, an award-winning British architectural practice, WCI Pune is a co-educational day school for over 1,000 pupils aged 2 to 18. The learning journey begins with the Early Years Foundation Stage (EYFS) and the English National Curriculum, leading to the IGCSE examinations in Grades 9 and 10. In the Sixth Form, students undertake the prestigious International Baccalaureate Diploma Programme (IBDP), equipping them for success at the world's leading universities.

Nestled on the banks of the Mula-Mutha river in Wagholi, Pune, the school offers a lush, inspiring environment within easy reach of the airport and the city's finest residential, hospitality, and cultural developments. With its unique blend of British heritage, Indian vision, and global collaboration, Wellington College International Pune is set to become a new benchmark for educational excellence in India.



## Wellington College

The Founding School, Wellington College (Crowthorne, England) was the vision of Queen Victoria and Prince Albert. Granted its Royal Charter in December 1853, with Queen Victoria laying the foundation stone in 1856, the school opened in 1859 as a national monument to the first Duke of Wellington and one of the country's most renowned military figures and statesmen. Its purpose was to provide an education to the children of soldiers who died in service. Today, Wellington College is a globally acknowledged, leading British co-educational boarding and day school providing a world-class, holistic education to 1200 students from ages 13-18 within an inclusive community. Wellington College is a values-based organisation founded on a purpose to pioneer education to serve and help shape a better world.

For more information, please visit: [Wellington College](#)

## Wellington College Prep

Wellington College Prep (formerly Eagle House Prep) is a 200-year-old co-educational, day and boarding school in the grounds of Wellington College, educating students from 2 to 13, where success, confidence and happiness are paramount, and learning for life is at the heart of its academic, co-curricular and community programmes.

For more information, please visit: [Wellington College Prep](#)

## Wellington College International

Wellington College International, a dedicated international team, part of Wellington College Educational Enterprises Ltd, was established in 2009, and is a premium international schools' group and master licensor for Wellington College, Berkshire. The WCI team, based in the UK, work with selected partners across the globe that share the values and passion for delivering a distinctively 'Wellington' education, establishing world-class schools in premium locations to enhance educational opportunities for young people around the world. The aim is to be the leading British international school group, where each school increases the possibilities and potential for all.

For more information, please visit: [Wellington College International/Home](#)  
[Wellington College International | LinkedIn](#)





# Wellington College Education Network

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As a global network united by a common purpose – pioneering education to serve and help shape a better world – Wellington College Education’s (WCE) aim, either directly or alongside our worldwide partners, is to expand educational opportunities and foster cultural connectivity through leadership, innovation, and international collaboration. The WCE network encompasses ten co-educational schools and educates approximately 8,000 students around the world, as well as powering Festivals of Education for educators in the UK, China, Thailand, and the US.

For more information, please visit:

[The Bridge](#)  
[Festival of Education](#)

Wellington College International Tianjin,  
Shanghai, Hangzhou (China), HIBA Academy  
Shanghai, HIBA Academy Hangzhou, HIBA  
Academy Nantong. (China)  
[Wellington College Education China](#)

WCI Bangkok (Thailand)  
[WCI Bangkok](#)

WCI Pune (India)  
[WCI Pune](#)

WCI Lagoa (Nigeria)  
[WCI Lagos](#)

Hiba Academy Bay Area (San Francisco)  
[Hiba Academy Bay Area](#)



# Working for Wellington College International Pune

Wellington College International Pune is an inclusive community of individuals distinguished by passion, integrity, and an unwavering commitment to one another. Guided by the values of Wellington, we have established a professional environment where ideas are realised, meaningful relationships are cultivated, and futures are shaped collaboratively.

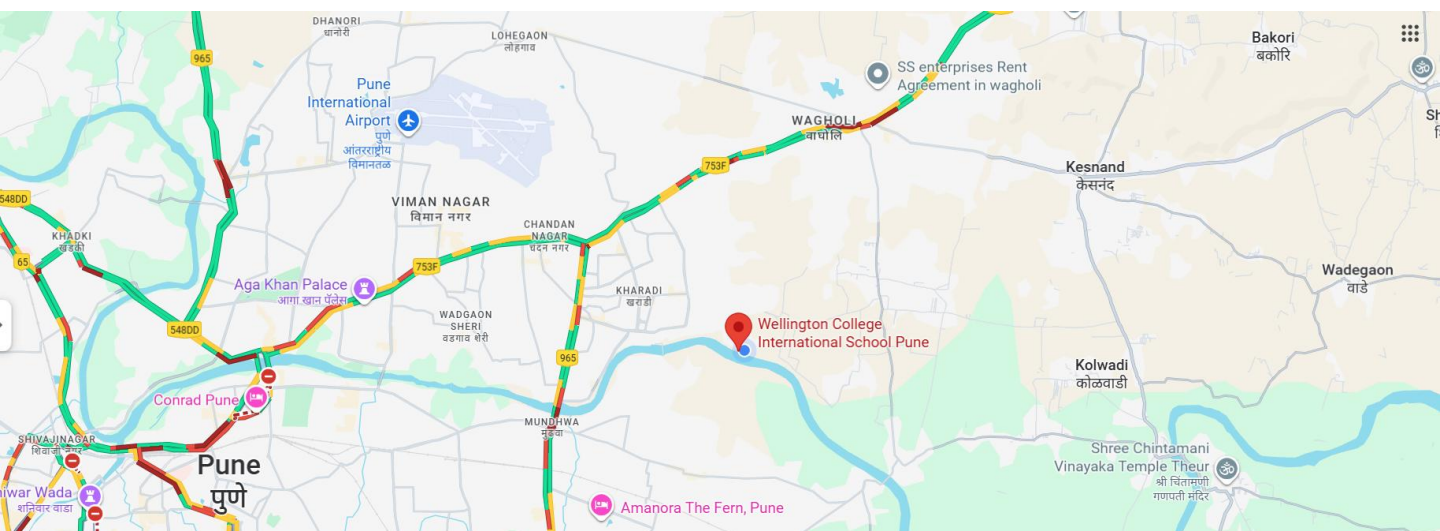
In just two years of operations, the diversity of our student body, representing 21 nationalities and our staff from 8 nationalities, has created a colourful and vibrant community of languages and cultures.

We are dedicated to empowering our employees to grow with confidence—an ethos that inspires colleagues, creates opportunities, and drives measurable value across all aspects of our work. At WCIP, our people define who we are, and we take pride in the care, support, and opportunities we extend to every member of our team.

Over 50% of our senior leaders have advanced through internal promotion, and more than 70% are female, reflecting both our commitment to professional development and our focus on equity and inclusion. We provide an exceptional range of development opportunities, including internal and external coaching and an extensive selection of academic and non-academic training initiatives. These pathways are designed to prepare colleagues for leadership at every level—middle management, senior leadership, and beyond.

We believe this constitutes some of the most comprehensive and impactful professional development available in international education today.

## Map of the area

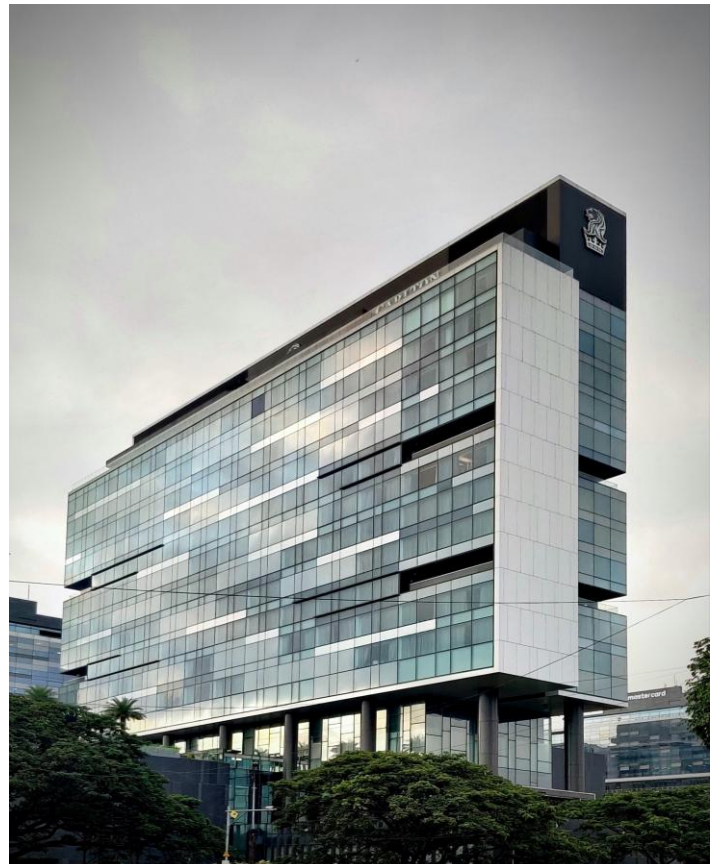
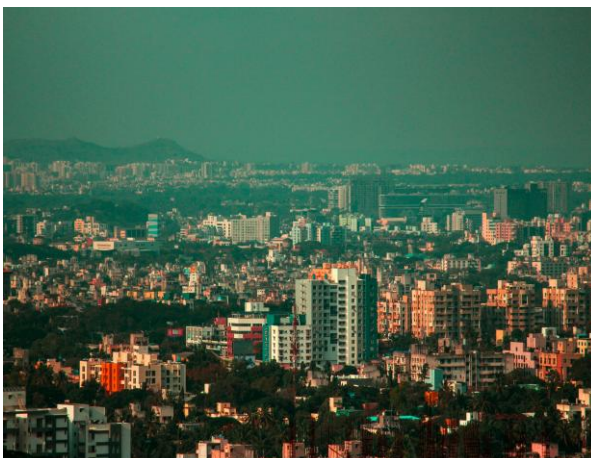




# About Pune

**Pune** is the second largest city in the state of Maharashtra in western India (population approximately 5 million), around 160 kilometres south-east of the state capital, Mumbai. Situated 560 metres above sea level on the Deccan plateau, at the confluence of the Mula and Mutha rivers, it is the administrative capital of Pune District and the eighth most populous metropolitan area in India.

**Pune** is viewed by many to be Maharashtra's cultural capital, and the form of Marathi spoken in Pune is considered to be the standard form of the language. The culture of Pune encompasses both the traditional Maharashtrian lifestyle that is prevalent in the heart of the city, as well as a modern, progressive outlook resulting from it being a hub for education and liberal thought. People from multiple religions and speaking various regional languages reside here, and English is widely spoken. It also hosts various national festivals and cultural events throughout the year. Pune is situated on the leeward side of the Sahyadri mountain range (the Western Ghats), which separates it from the Arabian Sea. It is a relatively hilly city, with its tallest hill, Vetal Hill, rising to 800m (2,625 ft above sea level. Just outside the city, the Sinhagad fort is located at a height of 1300m.



# About Pune

## Pune – Where Heritage Meets Innovation

Pune (pronounced *POO-nay*), often called the “**Oxford of the East**”, is one of India’s most dynamic and livable cities. As the **largest city in Maharashtra by area** and the **seventh-most populous metro region in India**, Pune combines the energy of a modern metropolis with a rich cultural and historical legacy.

The city’s blend of **academic excellence, industrial growth, and a dynamic tech ecosystem** has cultivated a vibrant professional community, offering immense opportunities for collaboration and innovation. For leaders aspiring to contribute to and thrive in a progressive environment, Pune provides the perfect platform. Beyond work, Pune offers a rich and diverse lifestyle. Nestled in the foothills of the Western Ghats, the region serves as a gateway to outdoor activities such as **trekking, rock climbing, cycling, and nature trails**. The city is also known for its vibrant **arts, culture, nightlife and culinary scene**, offering a balance of modern urban living with access to heritage and nature.

With its unique mix of **heritage, innovation, education, and lifestyle**, Pune offers professionals not just a workplace, but a city where they can truly **live, lead, and thrive**.





# About Pune

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The climate is tropical with a monsoon season and a usually dry climate with average temperatures ranging between 20°C to 28°C. Pune experiences three distinct seasons: summer, monsoon and winter. Typical summer months are from March to May, with maximum temperatures ranging from 30°C to 40°C. The warmest month in Pune is April; although summer doesn't end until May, the city often receives locally developed heavy thundershowers in May (although humidity remains high). Even during the hottest months, the nights are usually cooler due to Pune's altitude.

The monsoon lasts from June to October, with moderate rainfall and falls ranging from 10°C to 28°C (50°F to 82°F). Most of the 722mm of rainfall in the city falls between June and September, and July is the wettest month of the year. Pune once received rainfall on 29 consecutive days. Winter begins in November; November in particular is known as the Rosy Cold (Marathi). The daytime temperature hovers around 28 °C (83 °F) while the night temperature is below 10 °C (50 °F) for most of December and January, often dropping to 5 or 6 °C (42 °F). The lowest temperature ever recorded was 1.7 °C on January 17, 1935.

## Nearest Airports

Lohegaon Airport Pune | International & Domestic

It is great for domestic travel, and it's not very far from the residential areas of Koregaon Park, Boat Club Road, Kalyani Nagar and Viman Nagar. Also good for connecting flights to Mumbai, Delhi and Chennai. Though limited, there are also some direct flights available to the UK and Dubai.

## Nearest Railway Station

Pune Railway Station

The rail/train journeys are comfortable, provided you book them well in time. (We will suggest 3 months in advance) and travel by A/C 2-Tier, 3-Tier or First Class. They have an online reservation system for which you need to sign up on their website, i.e.

<https://www.irctc.co.in/>

## Getting Around

Let us explore the fastest and safest form of transport for making happiness one's destination. Auto rickshaws are a great way to travel around Pune. Make sure to use the meter and check the tariff card if you are unsure of prices. Each driver is required by law to carry a tariff card.

## Cab Services

Ola

Uber

## Staying Healthy and Safety Tips

Avoid drinking tap water

Homes equipped with a water purifier should be serviced on an annual basis



# Facilities

## Swimming Pool

The half-Olympic swimming pool is designed to provide our pupils with an exceptional learning experience. The temperature-controlled, indoor swimming pool meets FINA standards, further strengthening our commitment to excellence in all endeavours. This facility fosters physical well-being and confidence in our young learners, ensuring they have the best resources to learn and thrive.



## Auditorium

Our 370-seater auditorium provides a versatile and dynamic space for hosting a wide range of events, from academic conferences and presentations to musical concerts and theatrical performances. The auditorium offers ample room to accommodate audiences while maintaining an intimate atmosphere that fosters engagement and interaction. Equipped with modern audiovisual technology, the auditorium serves as a hub for creativity, sharing knowledge, and inspiring audiences.





## Soccer Field

Our world-class soccer field serves as a crucial center for promoting physical activity, team spirit, and sportsmanship among students. The field not only offers a dedicated space for pupils to engage in soccer matches and practices, but also acts as a venue for fostering a sense of community and school pride.



## Dining Hall

Our central Dining Hall is a vibrant space where our pupils come together to enjoy wholesome meals, build friendships, and recharge for their academic pursuits. The Dining Hall has separate seating for the Junior and Senior School pupils and is designed per HICAAP standards. We place a high priority on the health and well-being of our pupils, ensuring that all meal options are as nutritious as they are delicious. Menus are meticulously designed by qualified nutritionists and expert chefs who integrate taste, health, and nutrition to cater to diverse palates.



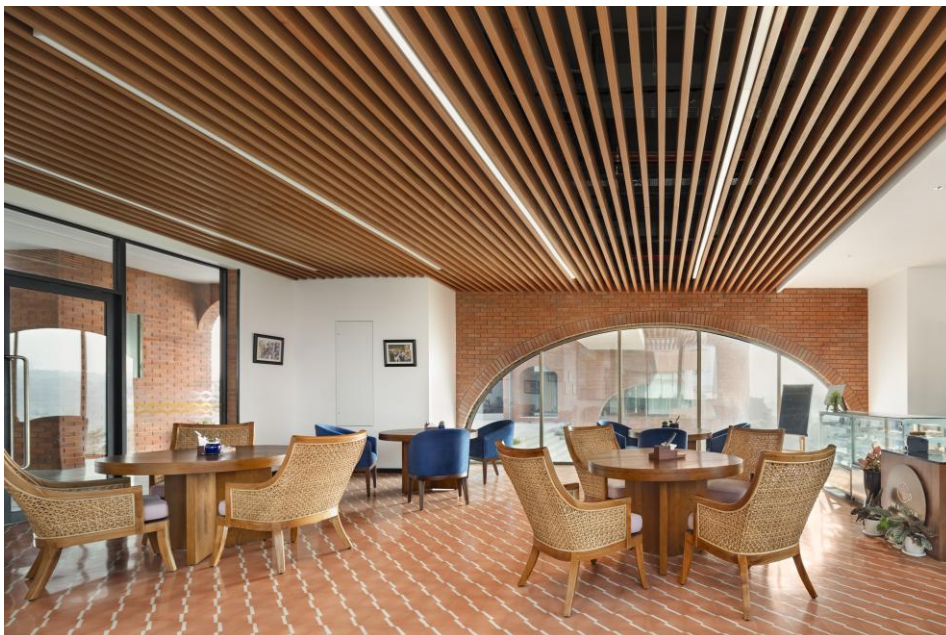
## Transportation

At Wellington College International Pune, we offer our pupils transport to and from a pick-up point closest to the home address, as per admissions registration. The School manages a fleet of buses, all of which are air-conditioned and with adult supervision, and comply with the required transport regulations. The GPS tracking technology offers numerous benefits for both parents and school administrators, allowing families to know the exact whereabouts of the children while they are commuting to and from school.



## V&A Café

The V&A Café, standing for “Victoria and Albert”, is a signature space across all our Wellington College campuses. Parents and visitors can enjoy a wide selection of hot and cold meals, salads, sandwiches, and cakes while taking in the beautiful view overlooking the lush green plains and the easy-flowing Mula Mutha river. The café is well-suited for families, with a children's menu, and it represents our commitment to provide our pupils and parents with a holistic and enriching experience.





# Role and Job Specification

*Wellington College is a values-based organisation, and all interactions are underpinned by the core values of **kindness, responsibility, respect, integrity, and courage**.*

Job Title – Master

Reports to – CEO Department – Senior Leadership Team

Master is also an ex officio, non-voting member of the school's Board of Governors

Location – Pune, India

## Role Purpose

The Master will provide visionary and strategic leadership for the school, ensuring the highest standards of academic excellence, student well-being, and holistic development. The role demands a balance of **educational leadership, marketing and admissions expertise, financial stewardship, and community engagement**, while upholding the values and ethos of an international school.

## Key Responsibilities:

### 1. Educational Leadership

- Provide strong academic leadership, fostering a culture of high expectations, innovation, and continuous improvement.
- Lead curriculum development and implementation of international programmes (e.g., IB, IGCSE, British curriculum) that promote academic excellence, creativity and holistic child development and will include planning, assessment structures and pupil support systems.
- Foster a culture of continuous improvement in teaching and learning, setting high standards for both students and staff.
- Embed excellence in teaching practice, coaching and mentoring staff and leading on professional development.
- Recruit, mentor, and develop high-quality teaching staff, ensuring robust professional development.
- Prioritise student wellbeing, safeguarding, and inclusion, integrating wellbeing practices into school life.

### 2. Marketing, Admissions & Community Engagement

- Act as the chief ambassador for the school, enhancing its profile locally, nationally, and internationally.
- Oversee the admissions process to attract, retain, and support students and families.
- Through an effective strategy, ensure that enrolment targets are met to safeguard the financial viability of the school. Work closely with the admissions function to monitor progress against the roadmap and mitigate identified areas of risk.
- Develop strong relationships with parents, alumni, and the wider community, ensuring open communication and engagement.
- Lead marketing initiatives to strengthen the school's brand, reputation, and enrolment growth. Be the 'face' of the school, reflecting warmth, professionalism and educational excellence in all interactions.

# Key Responsibilities

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## 3. Financial & Resource Management

- Provide strategic oversight of budgets, ensuring financial sustainability and optimal resource allocation.
- Lead planning for facilities, staffing, and technology resources aligned with long-term growth.
- Ensure robust risk management and effective use of funds to support educational priorities.
- Embed a culture of responsibility amongst employees in the responsible management of resources and sustainability.

## 4. Compliance & Accreditation

- Ensure compliance with local education regulations, labour laws, and safeguarding standards.
- Lead and maintain international accreditations (IB, COBIS, etc.) and inspection processes.
- Oversee the development and communication of all relevant policies across Academics, HR, Health & Safety, Finance and Operations.
- Establish policies and practices aligned with global best standards in education.

## 5. Leadership & Culture

- Uphold and model the school's values and mission in every aspect of leadership.
- Inspire a collaborative, inclusive, and high-performing culture among staff and students.
- Champion diversity, equity, and sustainability across the school community.





# Personal Attributes

## Qualifications

- Strong academic background with a master's degree in education or educational leadership from leading education institutes
- Doctorate or advanced degree in Educational Leadership/Management preferred but not required.

## Experience – Required

- Significant senior leadership experience as Master/Principal/Deputy Head in an international school setting. This role would suit an experienced Master or Principal with a proven track record of fostering academic excellence, staff development, and student wellbeing.
- Demonstrable experience of wider aspects of school management, including finance, marketing, admissions and operations.
- Strong business and financial acumen are essential.
- Experience with developing and growing institutions, ideally in an early stage or start-up environment.
- Good knowledge of international curricula (IB, Cambridge, or equivalent).
- Experience with reputation building and community relations with measurable enrolment impact.
- In-depth knowledge of compliance, safeguarding, and international accreditation standards.
- Significant experience in multicultural environments

## Experience – Preferred

- Experience in school start-ups, expansions, or major transformation initiatives.
- Experience in Founder/Investor-led schools is desirable.
- University guidance experience will be preferred
- Familiarity with Indian education regulations alongside international frameworks.
- Fluency in additional languages beyond English.
- Strong network within the global education community.
- Strong STEM background as a teacher is desirable.
- Boarding experience, particularly with establishing and growing a boarding programme.
- If the candidate has exposure to India, either through relationships or some other exposure to the country, it would be an added benefit.



## Personal Qualities

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- Outstanding communication, diplomacy, and relationship-building skills with diverse stakeholders.
- Consistently embodies the Wellington College values of courage, integrity, kindness, respect, and responsibility in all aspects of leadership and practice.
- An inspiring and skilled leader of people able to drive the delivery of key milestones while keeping the team motivated, engaged, and aligned.
- Deeply values and actively promotes diversity and inclusion, reflecting the ethos of both Wellington College and the Pune community.
- A passionate educator who places students at the heart of every decision, ensuring their holistic development and wellbeing.
- Demonstrates exceptional organisational ability, balancing multiple responsibilities and deliverables without compromising quality or attention to detail.
- Exercises sound judgment and discretion when handling confidential or sensitive matters.
- Flexible, adaptable, and resilient in the face of change, taking full accountability for responsibilities while ensuring colleagues are also held to account.
- Skilled at working under pressure, with the ability to make clear decisions, prioritise effectively, and consistently meet deadlines.





# How to apply

Wellington College International Pune is being assisted in this appointment process by the executive search firm Society ([www.society-search.com](http://www.society-search.com)).

Please direct all questions about the role or application process to the same email address below. Suitable candidates will be contacted before the closing date. An appointment will be made, subject to the receipt of satisfactory references and a background check. Only shortlisted candidates will be contacted for interviews.

For more information, don't hesitate to get in touch with Evelyn Wills at [evelyn.wills@society-search.com](mailto:evelyn.wills@society-search.com) to book a confidential conversation.

Applications should consist of:

- a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
- an up-to-date curriculum vitae;
- names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write a strong CV and a strong covering letter can be found on our website. To upload your documents via the Society's website, [click here](#).

The deadline for applications is October 24, 2025

Suitable candidates will be contacted before the closing date. An appointment will be made subject to receipt of satisfactory references and a background check.

## 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 school 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.

## References:

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 and Selection Process:

Last date to apply – 24/10/2025

## Diversity and Inclusion:

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We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at [inclusion@society-search.com](mailto:inclusion@society-search.com). We also welcome suggestions or comments about any more General access improvements we should consider

Wellington College Pune does not and shall not discriminate based on race, colour, 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 Pune is committed to applying its equal opportunities policy at all stages of the recruitment and selection process.

Wellington College Pune 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 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 Pune will be contingent on the successful completion of a background check.

