



WELLINGTON COLLEGE  
INTERNATIONAL  
TIANJIN

# Job Description

## PE Intern

### ABOUT US

#### We are Learners, Connectors and Changemakers

At Wellington College Education (China), we offer a 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.

#### **The Wellington College, United Kingdom (TWC)**

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

#### **Wellington College Education (China) (WCEC)**

Wellington College Education (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.

Kindness Responsibility Respect Courage Integrity

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

### **Wellington College Tianjin**

Wellington College Tianjin is committed to providing world-class educational opportunities in the city of Tianjin. We offer a pioneering education to serve and help shape a better world, combining the very best of British and international education to create a pupil-centric, multilingual, multicultural and inclusive learning experience.

Wellington College Tianjin currently comprises three schools, together serving c.600 pupils from 20 countries. The colleges are Wellington College International Tianjin, Wellington College Bilingual Tianjin Nursery, and Wellington College Bilingual Tianjin A-Level Centre.

### **Working for Wellington College Education (China)**

WCEC is 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.

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. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCEC 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. To view our full directory of learning and development opportunities, please see the [WCEC Course Directory](#).

Wellington College Education (China) has been awarded the HR Asia 'Best Companies to Work for in Asia' Award for 6 years running.



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



Personalised professional development pathways



Named one of HR Asia's 'Best Companies to Work for in Asia' 2020-2025



Generous salary and benefits

# Role Description

## JOB TITLE

PE Intern

## DEPARTMENT

PE Department

## LOCATION

Tianjin

## SUPERVISOR

Head of PE

## KEY RESPONSIBILITIES

- Support coordination of sports fixtures: help complete risk assessments, liaise with parents/referees/coaches, and ensure all logistics are match-ready.
- **Assist in the preparation of lessons. This might involve setting up equipment and ensuring that all necessary resources are in place.**
- **Support PE lessons by leading small-group activities and guiding SEN pupils through tailored individual or group tasks. Supervise (changing in the change room) before and after their PE lessons to ensure student safety and maintain Health and Safety ratios.**
- Constantly observe and report on areas or concerns that may present potential risk to the students. Act immediately and appropriately to secure safety in the PE lesson; provide emergency care and treatment as required until the arrival of emergency medical service.
- Model and reinforce positive values and behaviour; report any incidents to the teacher immediately.

- **Assist in the organization and running of school sports events such as Sports Day, inter-house competitions, ISCOT Sports fixtures (include all home games and away games). Assist the PE department and the team's coaches with administration work.**
  - Maintain PE equipment: check, clean and catalogue resources so every lesson starts with safe, up-to-date kit ready to use.
  - Perform additional reasonable duties delegated by the Head of PE, supporting the overall functioning of the PE Department.
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As an employer of choice, Wellington College Education (China) is committed to making professional learning and personal development central to its ethos and approach. WCEC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.