



WELLINGTON COLLEGE
HANGZHOU

Job Description

Secondary English Teacher

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College 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 China (WCC)

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 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.

Kindness Responsibility Respect Courage Integrity

School introduction

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 – 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Hiba Academy Hangzhou (Nursery) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of Primary and Senior Schools offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou is comprised of Primary and Senior Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior Schools study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

Working for Wellington College China

WCC 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 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. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2025.



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



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

Role Description

JOB TITLE

School Nurse

DEPARTMENT

Non - Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head Nurse

OBJECTIVES

Wellington College Hangzhou is seeking an experienced school nurse to offer the high-quality service of nursing, pastoral care to pupils and first aid care to all members of the school community. Check and prevent contagious diseases, frequently occurring diseases, and seasonal diseases; prepare document as required and cooperate with inspections by the Centre of Disease Control and education bureau. Communicate with parents and staff about pupils' health condition.

KEY RESPONSIBILITIES

Nursing:

- Follow good practice and specific directives on immunization procedures relevant to the school population and individuals. Follow procedures for the safe disposal of clinical waste.
- Keeping accurate records of nursing observations and care.
- Maintaining a high level of order, safety, and strict control over medicine.
- Maintain medical records accurately, confidentially, and safely.
- Actively participates in any related training held by the school.
- Conducting health talks for pupils or staff according to academic requirements in order to enhance the health awareness and self-care ability of teachers and pupils.
- Attending medical training and other training arranged by school.
- Follow the arrangement of cover duty for Academic events on weekends
- Completing the governmental education bureau and health authorities assigned tasks
- Providing patient care to injured or sick pupils or staff with standard of nursing practice
- Regularly report to the school management team; when emergency happens, with a proper first-aid or nursing treatment, immediately reports to the management team
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- Recording of medication dispensing in accordance with medication protocols
- Pupil Vaccination Record and Health problems updated and shared to all academic staffs and Canteen

Specific Responsibilities:

- Issue medication as appropriate
- Liaise with parents over medical matters concerning their children as appropriate
- To monitor the progress of a potential pandemic and report to senior management any major developments

All such other duties as the school management may reasonably from time to time communicated either orally or in writing.

BASIC QUALIFICATION

- Junior college in Nursing
- Fluent spoken English is not necessary, but the ability to write English emails is required.

EXPERIENCE

1 year nursing experience or above (Internship work experience was also included)

REQUIREMENTS

- Valid Chinese registered nurse license
- Sufficient nursing knowledge and skills
- Familiar with computer use

PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Be motivated, responsible, patient and honest, with good interpersonal skills
- Working experience in clinics of bilingual schools/local schools and pediatrics is preferred

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

Be You.
Be The Difference