



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

# Job Description

## Primary Library Assistant (The Nest)

### 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 (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Huili schools combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, approximately 40% of whom are expatriates, with the majority being from the UK. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

### **School introduction**

Opened in August 2014 and located in the New Bund area, Wellington College International Shanghai is a fully co-educational day school with over 1600 pupils, aged 2 to 18 years old. Wellington College International Shanghai is guided by a clear Vision and Purpose founded upon three strong pillars and expressed in our motto: 'Be You. Be More.' Guided by our five Wellington Values of Kindness, Responsibility, Respect, Courage and Integrity, we offer a pioneering education to serve and help shape a better world. Our curriculum combines the very best of British and international pedagogies to create a pupil-centric, multilingual, multicultural and inclusive learning experience. We inspire our children to be Learners, Connectors, and Changemakers, 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 College is divided into three schools starting with Early Years (Pre-Nursery to Reception) housed at the Early Years Centre, with Primary School (Year 1 to Year 6) and Secondary School (Years 7 to 13) on the main campus. Following the Early Years Foundation Stage curriculum through the English National and International Primary Curriculum, Wellington's pupils are then prepared to go on to study a range of IGCSE subjects in years 10 and 11 to then embark on the rigorous IB Diploma Programme in years 12 and 13.

### **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, and over 70% are female. 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 3 years running.



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



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020 -2022



Competitive salary and benefits

# Role Description

## **JOB TITLE**

Primary Library Assistant (The Nest)

## **DEPARTMENT**

Library

## **LOCATION**

Shanghai

## **LINE MANAGEMENT**

Primary SMT

## **GENERAL**

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

Wellington College International Shanghai Library Services are well stocked with traditional printed resources and a wide range of digital services including audiobooks and e-books. The library space promotes the use of resources as well, which includes popular journals and archive and database subscriptions such as JSTOR.

Our library is used extensively for study and research throughout the day and is a popular destination for pupils at break and lunchtimes. Primary classes (Year 3 to Year 6) spend a lesson a week in the Main Library space while Year 1 and Year 2 make use of their own Nest Library.

Secondary pupils (Year 7-13) use the facility as required by their academic departments. All Library staff will manage, develop, promote, and evaluate the effective learning resource and information service which supports learning and teaching across the Secondary School.

## GENERAL EXPECTATIONS

The candidate would...

- ... work as part of a team serving the library provision for pupils throughout the College
- ... foster a love of reading by creating an inviting, pupil-friendly library environment
- ... provide guidance to pupils regarding selecting books appropriate to their reading level and interests
- ... encourage reluctant readers by recommending high-interest texts and celebrating small milestones

## KEY RESPONSIBILITIES

- To maintain and run the Nest Library within the Primary School
  - Track borrowing patterns and use data to inform library stock decisions
- To provide support and cover, where needed, for the Main Library facility
- Core operating responsibilities would include:
  - Helping maintaining stock
  - Running check-in/check-out desk
  - Cataloguing, shelving and distributing books across the Primary School spaces
  - Ensuring library areas are well maintained and tidy and presentable at all times
  - Overseeing new displays in the Nest each month and supporting Main Library initiatives, including Book Fairs, reading theme weeks and, where possible, author visits
  - Where applicable, set up and manage online subscriptions and manage the library web page
  - Ensure books are checked in and out and restocked as needed
- Collaborate with teachers and Heads of Year to align read-aloud choices with curriculum topics and themes
  - Deliver regular read-aloud sessions (Year 1 & Year 2) to groups to encourage reading for pleasure

- Use story-telling techniques (voices, props, interactive questioning) to enhance comprehension and enjoyment

As with all Wellington Staff, this position will require the candidate to contribute to the CCA programme during their working contact hours (7:45am to 16:45pm) on some days within the week. This timetable will be agreed with their line manager and the Head of CCAs and WellingtonExtra.

- All Library staff will be on a weekly rotation to provide supervision in the Nest each morning from 7:45am to 8:10am.

### **JOB QUALIFICATION**

- Good understanding and spoken English.
  - Comfortable in leading class reading in English with a group of young children
- Highly literate and passionate about reading, the importance of libraries in schools
- Degree level or equivalent educated or a good track record of work experience

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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Please note that any application with missing materials will not be considered.

Wellington College International Shanghai is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.

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.