



上海浦东新区民办惠立学校
Hiba Academy Shanghai
Wellington College Education

Job Description

Secondary School Teacher Librarian

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

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCEC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School introduction

Wellington College Education China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College Education China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022, 2023, 2024 and 2025.

Kindness Responsibility Respect Courage Integrity

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering bespoke integrated curriculum for G6-10 and the IBDP to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils 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. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College Education 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.

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, and over 70% are female. 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.



Role Description

JOB TITLE

Secondary School Teacher Librarian

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Head of Library, Head of Secondary

OBJECTIVES

The Hiba Academy School Shanghai Secondary School Teacher Librarian is responsible to the School Master through the Head of Library and the Head of Secondary. The Hiba Shanghai Secondary School librarian has the professional responsibility to live-out the purpose and values of the school in and out of the classroom.

The Hiba Secondary School Teacher Librarian is both a teacher and an information specialist. The librarian oversees the day-to-day operation of the Secondary Library. The librarian is responsible for creating a stimulating educational environment and for working closely with other members of staff to plan, provide, and curate learning resources. The librarian manages the physical and virtual library for Grade 6 to 12 students, parents and teachers, ensuring resources permeate the school.

The Hiba Librarian supports all students and teachers to progress and become better inquirers, consumers and creators of information. The Librarian models high impact teaching and works alongside other academic school leaders to further enhance and embed the school's pedagogical vision.

All teachers contribute to the overall pastoral care of students. In addition, all teachers are required to demonstrate a commitment to the school's co-teaching model; developing effective and respectful professional connections with other educators to enhance pupil learning.

KEY RESPONSIBILITIES

The Teacher Librarian provides support to teaching and learning by:

- cultivating and maintaining an environment that is welcoming, inclusive and respectful of the needs of all students, their families and teachers
- assisting students and teachers to find resources to support their learning, teaching, research and interests
- monitoring borrowing habits and finding ways to support student interests, capabilities and promoting a wide range of materials
- creating a physical learning space that is engaging and aesthetically pleasing, where learning is visible
- creating and maintaining a physical learning space that offers diverse of learning materials for students to explore, promote inquiry and entice rich language exchange
- engaging and challenging learners in a supportive and inclusive, information rich learning environment
- ensuring that the library resources, facilities, programs and services support the school's inquiry approach to learning
- Planning and organising events and programmes that promote reading and foster exploration across the school community
- instilling a love and appreciation of Chinese and English literature within students, working in partnership with form tutors to fulfil this endeavour
- collaborating with other staff to plan and co-teach sequential learning programs that enable students to develop digital, information and media literacy, such as delivering library induction for all new Secondary students.
- supporting faculty and students in upholding academic integrity through effective citation practices and shared tools (e.g., NoodleTools)
- promoting the joy of reading and the services offered by the library within the broader school community using the school's communication channels
- offering ongoing training to other staff to support and embed the student research framework
- Leading or supporting CCA programme

KEY RESPONSIBILITIES

The Teacher Librarian is responsible for all administrative tasks related to the successful operation of the library services by:

- liaising with the Head of Hiba Library Services and other members of the library team both within Hiba Shanghai and across other Wellington China schools to ensure efficient procedures and systems
- upholding all school policies and feed into review processes for continual refinement
- planning an annual calendar of events for the library to complement other school happenings and to support the ongoing development of our students' international mindedness
- preparing and managing the annual library budget, coordinating this with other members of the Hiba Library staff and academic leaders
- maintaining an effective and supportive printing and preparation area to support students and staff

The Teacher Librarian proactively collaborates with other teachers by:

- networking with and supporting other teacher librarians both within and beyond Wellington College China
- actively participating in the school's annual review, offering proactive assistance to drive initiatives forward
- staying current with copyright requirements and legislation; sharing this with other stakeholders
- staying up to date with new multimedia and IT resources and supporting teachers with appropriate information and training
- offering professional training and support to teachers in areas related to information literacy and the development of student research skills
- engaging with school-wide pedagogical training opportunities

The Teacher Librarian manages the library resources by:

- ensuring the collection is continually enriched by drawing on student voice, collaboration with other Hiba Shanghai educations and through the acquisition of high-quality materials that meet government requirements
- collecting and analysing data to inform the ongoing development of the collection, programs and services within the allocated budget
- overseeing all aspects of the library collection, including resources in other parts of the school beyond the library
- maintaining the library management system, online subscription and library website (Libguides)



KEY RESPONSIBILITIES

- managing staff and student library records
- overseeing the circulation, borrowing, organisation and cataloguing of all books, publications and equipment
- managing and promoting the school's e-book library and subscriptions
- coordinating regular stocktaking and updating of publications and resources

BASIC QUALIFICATION

- Bachelor's degree, teaching certificate
- Librarian qualifications

EXPERIENCE

- Experience in a secondary school library environment
- Excellent written English and effective interpersonal communication skills
- Excellent technological literacy across a range of applications
- Excellent IT knowledge and capacity to assist others with relevant programs, resources and applications
- An outstanding capacity to engage respectfully and positively with students, parents and staff
- The ability to work collaboratively with other members of staff
- An applied understanding of Approach to Learning (ATL)
- Effective administrative and organisational skills

DEMONSTRATED VALUES

All staff are expected to uphold the school's values by:

- Safeguarding and promoting the welfare of children
- Supporting and promoting the School's culture, reputation and strategic objectives
- Complying with the School's Code of Conduct and other policy and regulatory requirements
- Building relationships with students, staff and parents based on respect, trust and shared purpose
- Behaving ethically and with appropriate confidentiality and sensitivity
- Modelling punctuality and adherence to organisational deadlines
- Supporting the Hiba Values

PREFERRED APTITUDES

- Minimum four years teaching experience
- Ability to assess student interests, needs and development
- Open, proactive, patient and caring
- Proficient in Library Management System (LMS), Microsoft Office and other educational software
- International and bilingual school experience
- Cross-cultural work experience

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.