



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

Job Description

Secondary Library Assistant

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 Library Assistant

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Head of Library Services

KEY RESPONSIBILITIES

- Assisting in registration and classification of new books in accordance with book category.
- Continued updating books and repairing used books.
- Assisting in the introduction of new books and exchanging reading review.
- Assisting in providing library skills tuition and activities for students.
- Setting-up and maintaining the library management system and stock list up to date.
- Keeping the library and books in a tidy state.
- Assisting in promoting and guiding the use of digital resources.
- Organising displays of books to promote particular authors, topics of interest etc.
- Advising students on a suitable choice of book depending on their reading ability and interests.
- Assisting in organising reading events and programmes.
- Selecting, acquiring, maintaining and withdrawing library stock, ensuring a balance between subjects and ability levels, working closely with appropriate teaching staff.
- Maintaining and renewing library wall displays and generally ensuring that the library has an inviting environment
- Supervising students and teachers to follow library policies and regulations.
- Assisting in conducting an inventory annually.
- Supervising and training volunteers and student helpers.
- Working with the wider community, especially parents.
- Continued learning and enhancing professional skills.
- Other assigned work as requested by the teacher librarian.

BASIC QUALIFICATION

- Education: Bachelor's degree.
- Major: Library Science or related subject.
- Language: Native Chinese speaker and fluent in English, minimum CET-6.
- Support Wellington Value.

EXPERIENCE

- Outstanding communication in English and Chinese.
- Have a qualification in librarianship and have had a minimum of one year working experience in a library.
- Familiar with procurement of books and reference materials, daily management such as classification, lending and consultation of books.
- Be hands-on with a strong sense of initiative and responsibility.
- Have a good eye for attractive displays in order to make the library a welcoming and inviting place.
- Be confident in the use of IT.
- Be able to maintain the school's code of confidentiality.

PREFERRED APTITUDES

- International and bilingual school working experience is preferred.
- Cross-cultural working experience is preferred.
- be an effective team member and at the same time be able to work to one's own initiative.
- enjoy working with children and be able to effectively manage groups, encouraging reading and enjoyment of literature Detailed-oriented and disciplined in time management.
- Warm, helpful personality.
- Strong mind-set for continuous improvement to meet or exceed expectations.

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.

从心, 致远。 Be You. Be More.