



WELLINGTON
COLLEGE
EDUCATION

Job Description

Primary School Cover Teacher

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.

WCEC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more. It provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

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 [Course Directory 2025-26.pdf](#).

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

Primary School Cover Teacher

DEPARTMENT

Primary School

LOCATION

Shanghai

SUPERVISOR

Deputy Head

OBJECTIVES

To provide cover for middle leaders / absences in the Primary School to ensure a continuity of learning for pupils.

Teaching and Learning

- Demonstrate a passion for teaching and a desire to help pupils learn and grow.
- Provide intervention support when capacity allows.
- Collaborate with Heads of Year (Years 1-6), subject coordinators, and year-level team members to ensure effective teaching, and assessment takes priority.
- Participate in team collaborative planning meetings, professional learning communities and staff appraisal system when time allows.
- Conduct formative assessments of pupil work through formal and informal methods, while maintaining accurate records to document pupil progress in classes that are supported.
- Liaise with all stakeholders regarding pupil progress and attainment.
- Develop and maintain positive partnerships with parents/ guardians.

- Where possible ensure classroom and learning environments support and celebrate pupil learning.
- Support the College CCA programme, designed to enrich the school experience for the pupils.

KEY RESPONSIBILITIES

- To maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. To always act in a way that conforms to the College ethos and values, and in the best interests of the pupils.
- To provide timetabled and unplanned cover as required across the Primary School.
- Ensure safeguarding measures are adhered to in accordance with The College's Child Protection Policy.
- Any other duties commensurate with the post
 - The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.

PROFESSIONAL AND OTHER RESPONSIBILITIES

- Maintain high standards of pastoral care and foster the wellbeing of pupils through a child-centred approach.
- Adhere to the college safeguarding and behaviour policy.
- Display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.
- Demonstrate flexibility and a willingness to support at short notice
- Model the Wellington values of 'Respect, Courage, Responsibility, Courage and Integrity' both within and outside of the school.
- Adhere to and uphold professional standards of appearance.
- Carry out supervision duties as required and adhere to health and safety policies and procedures.

BASIC QUALIFICATION

Bachelor's degree, teaching certificate with QTS or local teaching certificate

ATTRIBUTES

- Patience and empathy
- Creativity and flexibility
- Excellent communication skills
- Highly developed and effective organisational Skills

WORK EXPERIENCE

- A minimum of 2 years teaching experience in a primary school setting.
- Knowledge of the English National Curriculum is desirable.
- International teaching experience desirable
- Knowledge of the International Primary Curriculum is desirable.
- Experience with inquiry pedagogy is desirable.
- Experience with teaching Phonics (E.g., RWI)
- Experience with co-teaching, including working alongside a Teaching Assistant.
- Experience with supporting second language learners.
- Experience of working within teams.
- Good understanding of using Microsoft Platforms.

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.

Be You.
Be The Difference