



# Job Description

## Teaching Assistant

### 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.

Kindness Responsibility Respect Courage Integrity

## **School introduction**

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, beginning in Hiba Academy Hangzhou (Nursery) with the English Early Years Foundation Stage (EYFS) merged with the Chinese Ministry of Education guidelines.

In Primary School and Senior School, we follow the Chinese national curriculum, complemented by a wide range of international teaching resources and materials, and taught within a bilingual learning environment. As our pupils progress to higher grades, they will study IGCSE followed by A Levels in our Sixth Form.

Hiba Academy Hangzhou uses the unique Wellington approach to holistic education encapsulated in our five core Hiba Values: Courage, Respect, Integrity, Kindness and Responsibility. These values instil the defining characteristics of the Hiba Identity: Intellectual, Independent, Inspired, Individual and Inclusive.

This approach ensures our well-rounded pupils are fully prepared for acceptance into the best universities worldwide, leaving Wellington College Hangzhou equipped with the 21st-century skills essential for the future.

Our expansive campus covers over 74,000 square metres and hosts a range of custom-built, state-of-the-art facilities. These facilities are meticulously designed to provide pupils with unparalleled academic and co-curricular opportunities. Among these is our modern boarding house, providing comfortable accommodations for nearly 400 pupils. We have a multi-purpose indoor sports hall with spectator gallery, a 400-metre all-weather track and sports field, two swimming pools, basketball courts and a tennis court. In addition, we have a 560-seat grand theatre, dance studios and several libraries.

At Hiba School Hangzhou, we are dedicated to nurturing young minds, fostering independence and wholeheartedly embracing diversity.

## 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 2023.



---

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**

Teaching Assistant

## **DEPARTMENT**

Academic

## **LOCATION**

Hangzhou

## **LINE MANAGEMENT**

Head of Primary

## **OBJECTIVES**

To contribute to raising standards of pupil achievement and attainment by assisting the homeroom teacher and class teachers in the delivery of lessons.

## KEY RESPONSIBILITIES

- To have high expectations of all pupils based on relevant data.
- To assist in the teaching of lessons by using a variety of delivery methods which will stimulate learning, meeting the needs of the pupils.
- To maintain discipline in accordance with the college's policies and encourage good practice with regard to punctuality, behaviour and standards of work.
- To attend and contribute to all staff meetings.
- To review on a regular basis methods of learning and teaching.
- To register students and notify the homeroom teacher, leadership and Designated Safeguarding Lead immediately about any concerns relating to a pupil.
- To participate in the college's professional learning program and continue personal development in the relevant areas especially subject knowledge and teaching methods.
- To attend all Curriculum, Parent Teacher Conferences and other such academic or pastoral events.
- To ensure effective monitoring and communication with parents regarding academic progress and wellbeing both in line with school reporting procedures and in response to specific concerns as they arise.
- To undertake duties as detailed in the staff Duty Rota.
- To comply with the current policies and procedures of the College.
- To display the Wellington Values at all times, either in school or in the wider community.

## KEY TASKS

- To help in the preparation and delivery of lessons.
- To ensure the learning environment both inside and outside of the classroom is kept up to date and inline with the College's Display Policy.
- To maintain excellent communication with parents.
- To engage actively with the College's performance review surveys.

## **BASIC QUALIFICATION**

- Bachelor's degree, Chinese teaching certificate
- Related education majors preferred
- Native Chinese speaker, fluent English speaker

## **EXPERIENCE**

Experience working in education preferred

## **EXPERTISE**

International teaching experience as an advantage. Recent EC graduates may apply, as placements will be counted towards experience.

## **PREFERRED APTITUDES**

- Display the Wellington Values
- Proficiency in Microsoft Office
- Cross-cultural working experience 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**