

Job Description

Secondary Maths 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 (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 Hiba Academy and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Hiba Academy 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, of whom approximately 60% are Chinese. 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

Hiba Academy 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 nursery (Early Years 1-4) and Hiba Academy (grades 1 to 12). The school is offering the IGCSE and IBDP in the high school to help pupils apply 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. 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 will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes 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 are English-speakers and half are Chinese. It is our desire to imbue every pupils with our five core values: courage, integrity, respect, kindness, and responsibility.

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.

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.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia's best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

Secondary Maths Teaching Assistant

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Secondary Head of Mathematics

OBJECTIVES

To provide assistance to the secondary maths team in preparing teaching materials and facilitating teaching and class discussions. To be trained to become a bilingual maths teacher.

KEY RESPONSIBILITIES

- Actively participating in teaching activities; providing support in class; assisting the mathematics teachers in recording the students' learning progress; assisting the mathematics teachers in preparing teaching materials.
- Building a positive relationship with all stakeholders.
- Assisting teachers in school events.
- Maintenance of all mathematics teaching resources in the storage room; Organising stock and materials.
- Assisting the Head of mathematics in procurement.
- Translating and writing articles about the events in the mathematics department
- Assisting in preparing trips.
- Taking over cover responsibilities when teachers are absent.
- Attending meetings and contributing to discussions.
- Other assigned work as requested by the Secondary Head of mathematics and the Head of Secondary.

BASIC QUALIFICATION

- Education: Bachelor's degree
- Major: Mathematics related
- Language: Native Chinese speaker and fluent in English, minimum CET-6.
- Teaching qualification Certificate for Junior High School or High School

EXPERTISE

- Outstanding communication in English and Chinese
- Strong learning ability
- Good technology skills

PREFERRED APTITUDES

- Support Hiba Academy Values
- Working experiences in an international or bilingual school is preferred
- Strong mindset for continuous improvement to meet or exceed expectations

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.

从心, 致远。 Be You. Be More.