



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

# Job Description

## Early Years Chinese Intern

### 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. These goals help us to strive towards the collective vision for our schools: to help every individual to 'Be You. Be More'. It's a vision that applies to our pupils and to every member of staff that joins our team.

### **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 Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Huili schools combine the best of the British and Chinese education systems for Chinese pupils aged two to 18.

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, approximately 40% of whom are expatriates, with the majority being from the UK. 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

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Opened in August 2014 and located in the New Bund area, Wellington College International Shanghai is a fully co-educational day school with over 1,500 pupils, aged two to 18 years old. Consistent with the ethos of its prestigious partner in the UK, the College seeks to develop the Wellington Identity in every child whilst upholding the Wellington Values. Boasting a state-of-the-art campus, Wellington has built a vibrant community where all pupils strive to achieve academic excellence and engage in a comprehensive range of opportunities in science, music, performing arts and sports.

The College is divided into three schools starting with Early Years (Pre-Nursery to Reception) housed at the Early Years Centre, with Primary School (Years 1 to 6) and Secondary School (Years 7 to 13) on the main campus. Following the Early Years Foundation Stage curriculum through the English National and International Primary Curriculum, Wellington's pupils are then prepared to go on to study a range of IGCSE subjects in Years 10 and 11, before embarking on the rigorous IB Diploma Programme in Years 12 and 13.



Premium school with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2022



Competitive salary and benefits

# 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.

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. To all our team 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 three years running.



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# Role Description

## **JOB TITLE**

Early Years Chinese Intern

## **DEPARTMENT**

Early Years: Reception Year Group

## **LOCATION**

Wellington College Early Years Centre  
195 Tongwan Road  
Pudong New Area  
Shanghai

## **LINE MANAGEMENT**

Assistant Head

## **OBJECTIVES**

The TA intern will assist teaching staff as required during the day. This may include supervising small groups within the classroom, offering one to one support under the guidance and supervision of staff members, working with pupils in various learning environments, supervising activities. To support each pupil's growth and development as individuals, encouraging them as Wellington pupils to be responsible, kind, honest, respectful and courageous.

## **KEY RESPONSIBILITIES**

1. Assist in the educational and social development of pupils under the direction and guidance of the class teacher
2. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in all learning activities
3. Assist in the safe supervision of pupils at breaks, lunchtimes and movement around the learning spaces
4. Help to create and maintain a purposeful, orderly and supportive environment for pupils to explore and learn
5. With the guidance of the Class teaching team, communicate clearly and effectively with pupils through questioning, instructing, explaining and feedback
6. To assist teachers with the resourcing of the learning areas and for lessons
7. Produce high quality resources and materials to support pupils' learning
8. 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.

## Personal Qualification:

- Bachelor's Degree
  - Certification in Education preferred.
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Please note that any application with missing materials will not be considered.

Wellington College International Shanghai is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.

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.