



杭州市萧山区惠立学校
Hiba Academy Hangzhou
Wellington College Education

Job Description

Primary Art Teacher

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 bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong.

Kindness Responsibility Respect Courage Integrity

Wellington international schools teach a curriculum based on the English national curriculum, while bilingual schools 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, 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

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins 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 Junior High, 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, 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 4 years running.

Role Description

JOB TITLE

Primary Art Teacher

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of Art/Head of Primary

OBJECTIVES

Hiba Academy Hangzhou is seeking an experienced Primary Art Teacher. The Teacher will provide education in accordance with the Wellington College philosophy and ethos. He/she must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual, and inclusive. The teacher must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively, and caringly to the needs of the pupils.

MAIN PURPOSE

To assume responsibility for teaching Art lessons in the college, under the direction of the Head of Art and by following the Wellington College curriculum.

KEY RESPONSIBILITIES

- The successful candidate will play a key role in the development of the Art curriculum at Huili School Hangzhou.
- The Art teacher will be responsible for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the school curriculum. The teacher will ensure that the subject is delivered in a way that provides coverage, progression, and continuity. The teacher will also be required to carry out other such duties as the Heads may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.
- The teacher must ensure that an excellent learning environment is provided for the learning of Art and that the pupils develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the pupils and the curriculum targets of the year group.

ESSENTIAL SUBJECT SKILLS

- Knowledge of art history and different art genres to teach a range of art styles.
- Ability to communicate concrete and abstract concepts to pupils.
- Ability to spot and cultivate creativity.
- Experience working in an international school.
- Willingness to contribute to the teaching of Art skills.
- Some experience in leading Art activities with Primary and Junior High year groups.

COLLEGE RULES AND STANDARDS

- Consistently and diligently apply the rules of the College to maintain discipline, standards of dress, and to safeguard the happiness, safety, and well-being of all pupils. To ensure that pupils know, understand, and follow the College rules.

- Set high standards regarding punctuality and insist on the same from the pupils. To encourage good timekeeping amongst the pupils, monitor lateness within the class, and provide remedies, both individual and general, to rectify its occurrence.
- Ensure attendance in School between the stipulated hours and attend all meetings/functions considered as directed time.
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- Request approval from the Master, via the Head of the Primary or Junior High, for any absence from the school and to give notice to appropriate people. Wherever possible, to make medical appointments outside normal directed working time.
- Maintain smart and professional standards of appearance.

LEARNING AND TEACHING

- Work with pupils at all levels to encourage and assist pupils to express themselves through art.
- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care.
- Make all pupils aware of the Wellington College Mission Statement, values, and Identity base including their values, and aims, and display them in an innovative and informative fashion in the classroom and adjacent corridors.
- Complete teaching plans on time and to a high standard.
- Plan and run high-quality of Art related celebration events including Art Week, Art Exhibitions etc.,
- Regularly assess the pupils' work by using formative and formal termly/half-termly assessments, as directed by the Head of Primary/Junior High. Communicate regarding any pupil whose progress or behaviour gives cause for concern.
- Oversee and implement the School Homework policy for all Art classes.
- Ensure that the examples of the pupil's work are displayed and presented to a high standard in the classroom and, where appropriate, throughout the school. Also, ensure that these displays are changed regularly.

- Monitor and evaluate the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
- Participate in the Staff Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues.
- Be involved in developing, implementing and monitoring all school policies
- regarding Art, and assist in the necessary documentation on the subject, where required.

HOME-SCHOOL COMMUNICATION

- Make parents feel welcome and build good relationships with parents.
- Introduce information regarding the Art curriculum.
- Collect information on pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strengths.
- Provide consultations and support to parents' enquiries.
- Communicate with parents on a regular basis.
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in Art.
- Report to the parents in the form of regular written reports, and when additionally required.

PROFESSIONAL INTEGRITY

- Be positive and build good relationships with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary.
- Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours.
- Make a significant contribution to school assemblies and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.

- Protect the privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times
- Emphasise the importance of safety and safe methods of working in the classroom, and indeed in all areas of the school and the curriculum. Communicate to the pupils that they must take a responsible attitude to equipment and materials with which they have been provided, and that they will be held responsible for damage inflicted upon school property.
- Carry out duties in the school as required and timetabled. This will include playtime supervision, lunchtime supervision and after-school supervision.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Always act in a way that conforms to the College ethos and values, and is in the best interests of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of School events, in whatever way possible.

PROFESSIONAL DEVELOPMENT

- Be familiar with the recent developments in Art teaching, theory, and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflect on your work and share your experience with the international teaching partner and other colleagues.
- Support the College Development Plan generally and in so far as it relates to Art events.
- Attend and participate fully in Wellington College Staff Development and INSET programmes.
- Attend staff meetings and briefings as and when required.

BASIC QUALIFICATION

Education: Bachelor's degree, teaching certificate

Major: Fine Arts or related majors

Language: Native English/Chinese speaker

Experience

A minimum of 2 years working experience in teaching Art

Expertise

Knowledge of Art teaching

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs, and development
- Be able to develop a curriculum
- Open, proactive, patient, and caring
- Proficient in Microsoft Office
- International and bilingual schoolworking experience is preferred
- 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.

从心，致远。 Be You. Be More.