



WELLINGTON COLLEGE
HANGZHOU

Job Description

IELTS 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

Kindness Responsibility Respect Courage Integrity

international schools under the Wellington brand, three private Huili bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington College 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 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

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 – 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Hiba Academy Hangzhou (Nursery) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of Primary and Senior Schools offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou is comprised of Primary and Junior High Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior School and Junior High study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

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

IELTS Teacher

DEPARTMENT

Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of English Faculty

OBJECTIVES

Wellington College Hangzhou is seeking an experienced IELTS teacher. The IELTS teacher will support all pupils in their English language acquisition through the IELTS course in all four areas (reading, writing, speaking and listening). Teachers will work with pupils to pass their IELTS/TOEFL examinations successfully by meeting their visa and university offer requirements. Teachers must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teachers 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 foreign English qualifications in the College, under the direction of the Head of English and by following the Wellington College curriculum.

KEY RESPONSIBILITIES

The successful candidate will play a key role in the development of the IELTS curriculum at Wellington College Hangzhou.

The IELTS teacher will have the responsibility for the planning and teaching of the IELTS course to the designated classes and meet the unique needs of the ESL learners. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity by effectively working with their colleagues. The teacher will also be required to carry out other such duties as the Heads of School 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 English, 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. The teacher should also be prepared to help support teachers by offering training and support sessions to help improve their practice.

Teaching and Learning

- 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 the model of education, their values, aims, and display them in an innovative and informative fashion in the classroom and adjacent corridors.
- Undertake class management as a class teacher.
- Complete teaching plans on time and to a high standard through collaboration with colleagues.
- Teach English lessons independently.
- Participate in co-planning meetings with international and Chinese teachers. Contribute ideas during discussions.
- Assess regularly the pupils' work by means of formative and formal termly/half-termly assessments, as directed by Head of English. Communicate regarding any pupil whose progress or behaviour gives cause for concern.

- Monitor and evaluate constantly the effectiveness of your own teaching and materials, maintaining good standards of practice and ensuring progression. Work collaboratively and effectively with colleagues.
- Participate fully 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 College policies regarding IELTS, and to assist in the necessary documentation pertaining to the subject, where required by Head of English.
- Assist with the resourcing of the IELTS course, and work with the Head of English in drawing up the annual order.
- Apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and wellbeing of all pupils, to ensure that pupils know, understand and follow the College rules.
- Provide opportunities for the community to be involved in pupils' and setting success.

Home-School Communication

- Make parents feel welcome and build good relationship with parents.
- Introduce information regarding to School curriculum.
- Collect information of pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strengths.
- Provide consultations and support to parents' enquiries.
- Share pupils' information provided by parents with fellow teachers.
- Communicate with parents on a regular basis, as directed by the Heads of School.
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals under your care.
- Report to the parents in the form of regular written reports, and when additionally required by the Head of Pastoral.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks assigned on time.
- Provide cover for absent colleagues as and when deemed necessary by the Heads of School.

- Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Head of Pastoral.
- Make a significant contribution to College 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 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 of safe methods of working in the classroom, and indeed in all areas of the College 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 punished and possibly charged for damage inflicted upon College property.
- Carry out duties in the College as required and timetabled by the Head of Pastoral. 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. Act always 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 College events, in whatever way possible.

Professional Development

- Be enthusiastic, intrigued and motivated to learn more about developments of Second Language Acquisition (SLA) and contemporary pedagogical 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 colleagues.
- Support the College Development Plan generally and in so far as it relates to English support.
- Attend and participate fully in Wellington College Staff Development and INSET programmes.
- Attend staff meetings and briefings as and when required by Head of English.

BASIC QUALIFICATION

- Bachelor's degree, teaching certificate CELTA/DELTA/TESOL Certificate 120 hrs.
- MA TESOL desirable with practical element.
- Native English speaker/ High level English ability of non-native English speaker.

EXPERIENCE

A minimum of 2 years work experience teaching English as a Foreign Language.

EXPERTISE

- Knowledge of IELTS teaching in all four areas (reading, writing, speaking and listening).
- Familiarity with IELTS exam structure and exam-day organisation.

PREFERRED APTITUDES

- Knowledge of TOEFL teaching and exam structure.
- Be able to assess pupils' language proficiencies using CEFR scales.
- Be adaptable, and flexible with lower proficiency learners.
- Be able to enhance other subject materials so they are aligned to SLA principles.
- Open, proactive, patient, caring, enthusiastic.
- Proficient in Microsoft Office.
- Experience with Chinese students.
- Ability to work with other department teachers, and confident in sharing best practice.

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.