



南通惠立学校  
Hiba Academy Nantong  
Wellington College Education

# Job Description

## ICT 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

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 was established in 2009 and is mainland China's exclusive partner of Wellington College UK. WCC has established three premium international schools under the Wellington brand, and three private bilingual schools under the Hiba brand, in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, whilst the Hiba schools combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

仁 Kindness 义 Responsibility 礼 Respect 勇 Courage 信 Integrity

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.

### **Hiba Academy Nantong introduction**

Hiba Academy Nantong has a total area of 80,000m<sup>2</sup>, making it the largest and newest of the WCC campuses in China. It opened in August 2022 and will offer a 15-year educational programme from Nursery to Grade 12 (presently up to Grade 11). The school has a capacity of over 2000 pupils and also offers weekly and full boarding options for approximately 650. Hiba Academy Nantong boasts teaching areas, boarding accommodation, a theatre, a library, an indoor sports hall, two swimming pools, outdoor football and rugby pitches as well as a 400m all-weather track. All facilities are designed to resemble its premium British counterpart in both look and quality.

### **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](#).

# Role Description

## **JOB TITLE**

Subject Teacher

## **DEPARTMENT**

Academic

## **LOCATION**

Nantong

## **LINE MANAGEMENT**

Subject Coordinator/Head of School

## **OBJECTIVES**

We are looking for a qualified teacher who is keen to share their love of the subject with their pupils. Experience in an international setting is welcome as is experience in multilingual environments, and in the UK state or private sectors. Most of our pupils are Chinese and we help them on their journey to developing fluency in English as they progress through the school before going to university abroad (mainly in the UK and US).

Teachers at Hiba Academy Nantong educate pupils according to the Hiba philosophy and ethos. Teachers must demonstrate an understanding of the wider curriculum and administrative needs of the school, achieve high academic standards and be responsive to the needs of the pupils in their care. Most teachers will also be form tutors. In some cases, alternative responsibilities will take the place of tutoring. Teachers are also expected to commit to our wider co-curricular programme and also be involved in the boarding life of the school.

## KEY RESPONSIBILITIES

### TEACHING AND LEARNING

- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care
- Undertake class management as a class teacher including discipline, standards of dress, safeguarding and ensuring that students understand and follow the school rules
- Teach according to departmental schemes of work
- Complete teaching plans on time and to a high standard
- Ensure that lessons are well prepared, efficiently resourced, and appropriate to the ability level of the pupils
- Participate in planning and departmental meetings
- Regularly assess the students' work through formative and formal termly / half-termly assessments as directed by your line manager.
- Communicate with your Head of Department regarding any student whose progress or behaviour gives cause for concern
- Constantly monitor and evaluate the effectiveness of your teaching, maintaining good standards of practice and ensuring progression
- 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 or the Head of Department.
- Be involved in developing your department including the implementation and monitoring of relevant school policies and the resourcing of the department as appropriate
- Remain mindful of cultural sensitivities
- Develop and share teaching resources
- Assist the Head of Department in areas such as preparing internal exams and schemes of work
- Follow the school's SEN policy
- Communicate with parents as required, whether in writing, telephone calls or meetings
- Attend Continued Professional Development (CPD) training as required (and, ideally, volunteer to lead CPD sessions occasionally)
- Support the School's Development Plan generally and in so far as it relates to your subject

## HOME-SCHOOL COMMUNICATION

- Make parents feel welcome and build a good relationship with them
- Familiarise the parents with the curriculum
- Collect information on pupils' interests, aptitudes and growth from parents
- Stimulate pupils' study by making use of parents' strengths
- Provide consultations and support to parents' enquiries
- Share students' information provided by parents with co-teachers
- Attend Parents' Meetings as required and provide accurate, honest information regarding their child's progress
- Report to the parents in the form of regular written reports, and also when additionally required by your Head of Department

## TUTORING

- Most staff are expected to be a tutor. This will involve being the child's 'parent away from home'. You will be their advocate and their parents' first line of communication at the school.
- Make sure the register is taken accurately each day
- Inform parents of any upcoming events related to their child that are not in the school calendar
- Help mentor, guide and support the children through their daily school life
- Liaise with the academic, pastoral, medical and special needs teams on behalf of the children in your tutor group
- Conduct weekly tutorial sessions
- Deliver the school's moral education programme
- Attend pastoral meetings as required
- Write reports on pupils as required (for Interims and Full Reports)
- Assist with writing pupil references
- Track academic performance and raise standards
- Be mindful of the school's Safeguarding Policy and remain vigilant of the children's welfare
- Help pupils achieve a satisfactory work / recreation balance and, if necessary, involve parents
- Attend events such as plays, sporting events, concerts and social events for their year group.

## BASIC QUALIFICATION

- Bachelor of Education, or a subject degree plus PGCE
- Qualified Teacher Status (QTS) or equivalent
- A minimum of two years of teaching experience
- In-depth knowledge of your teaching specialism

## PREFERRED APTITUDES

- Ability to assess pupils' interests, needs and developments
- Ability to administer and develop a curriculum
- Embody the Hiba Values
- Technical literacy with proficiency in Microsoft Office
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Cross-cultural work experience is preferred

To apply for any of the positions advertised, please visit our [recruitment page](#) and complete the online application form. Please remember to attach a copy of your CV and a formal letter of application (maximum one A4 page as a Word or PDF file) addressed to Mr Simon Kenworthy, Master of Hiba Academy Nantong.

Our hiring practices will prioritise selecting the individual best suited for the job based on experience, expertise, competencies, and credentials. Hiba Academy is committed to applying its equal opportunities policy at all stages of the recruitment and selection process.

Hiba Academy and Wellington College Education fully recognise their responsibility for Safeguarding & Child Protection. We place the safety and well-being of our community at the heart of all we do. All staff understand the central importance of this commitment and undergo annual training in child protection policies and practices. To ensure the safety of our community, employment with Hiba Academy will be contingent on the successful completion of a background check.