

# Job Description

## Primary English 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 Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies 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, 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**

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School 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 Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to 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. We are committed to 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 approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing 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 join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil 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**

Primary English Teacher

## **DEPARTMENT**

Academic

## **LOCATION**

Shanghai

## **LINE MANAGEMENT**

Department Head, Head of School

## **OBJECTIVES**

The Hiba Academy Shanghai Primary English teacher is responsible to the School Master through the Head of Primary. This teacher has the professional responsibility to live out the purpose and values of the school in and out of the classroom. Teachers will provide a positive learning environment that values and engages students, empowers them to attain high levels of achievement, continually improves their learning and enables them to develop fully as bilingual learners. Being an active participant in the co-curricular program (CCA) offered is seen as a vital role played in contributing to the holistic development of students. All teachers contribute to the overall pastoral care of students and also undertake the responsibilities of a form tutor. In addition, all teachers are required to demonstrate a commitment to the school's co-teaching model, developing effective and respectful professional connections with other educators to enhance student learning.

## KEY RESPONSIBILITIES

### COMMITMENT TO STUDENTS

- dedicated to the care and nurture of their students – their social, emotional, physical, and academic development
- treat students equitably, with respect and are sensitive to factors that influence individual potential for student learning
- establish respectful relationships with the students in their care and understand the profound impact that this relationship has on student learning
- create a supportive and welcoming learning environment in which students feel confident to take risks
- acknowledge the strengths and abilities of their students while also encouraging open-mindedness

### COMMITMENT TO THE FAMILIES OF STUDENTS

- establish strong and effective working partnerships with the families of their students
- value the knowledge parents have of their children and how the sharing of this information can aid in the overall educational development of each student
- use the avenues supported by the school to ensure open and informative communication and information exchange with parents
- ensure that student success is celebrated and that parents are well-informed of all events at a class and whole school level
- encourage and value parent inclusion in the learning environment
- implement strategies to share professional knowledge about teaching and learning with parents

### PROFESSIONAL KNOWLEDGE

- maintain professional knowledge and recognise its importance for improving practice
- understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and legislation to inform professional judgement
- be guided by the values, aspirations, policies and procedures of the school
- remain open and receptive to adaption and innovation; constantly seeking to remain current and effective as professional educators
- actively seek ways to share knowledge with other educators both within and beyond the school and welcome the opportunity to learn with and from others

## KEY RESPONSIBILITIES

### PROFESSIONAL PRACTICE

- apply professional knowledge and experience to promote student learning
- use appropriate pedagogy, assessment techniques, reporting procedures, teaching and learning strategies and technology when planning for and responding to students
- plan for and promote the acquisition of thinking, ICT and inquiry skills in students
- ensure a sound and systematic approach to the teaching of literacy and numeracy
- refine professional practice through ongoing inquiry, dialogue, and the ability to critically reflect on personal growth and the progression of others
- participate willingly and actively in the various curriculum and planning teams
- employ strong administrative and organisational skills to ensure documentation of learning is maintained at a high professional standard

### PARTICIPATION IN THE LEARNING COMMUNITY OF THE SCHOOL

- support each other in collective and individual learning
- converse, cooperate and work productively together to help each other
- strive to do quality work in all areas of teaching
- take up the challenge to continue to grow professionally through reflection, action planning and implementation of new strategies and approaches
- assist other teachers, within and beyond the school, in their ongoing professional development in an honest, respectful, and supportive way

### CONTRIBUTION TO THE BROADER LIFE OF THE SCHOOL

- willingly participate in the many and varied activities that strengthen the sense of community and provide students with a broad educational experience
- willingly participate in residential trips, parent workshops, and other community events
- actively support the pastoral and cultural dimensions of the school
- establish and maintain positive relationships with members of the school community
- participate in House activities

### PARTICIPATION IN CO-CURRICULAR (CCA) PROGRAM

- actively support and contribute to the CCA program
- contribute positively to the spirit within the teams or groups
- promote the importance of good sportsmanship and cooperation
- foster positive working relationships with other coaches and staff to facilitate a well-rounded CCA program

## KEY RESPONSIBILITIES

### OTHER DUTIES

- undertake or assist with other reasonable duties as requested by the Head of Primary or their delegate

### BASIC QUALIFICATION

- Bachelor's Degree or relevant tertiary degree in related subject
- Professional Teaching Qualification
- Native in English

### EXPERIENCE

- Professional teaching experience of 2 years in a Primary School
- Excellent subject knowledge
- Ability to assess student interests, needs and development
- Excellent written English and effective interpersonal communication skills
- Excellent technological literacy across a range of applications
- Proven experience to develop innovative academic pathways to achieve outstanding academic results for all students
- Ability to work collaboratively with other members of staff.
- Demonstrated ability to have high expectations for all students
- Effective administrative and organisational skills.

### EXPERTISE

All staff are expected to uphold the school's values by:

- safeguarding and promoting the welfare of children
- supporting and promoting the school's culture, reputation and strategic objectives
- complying with the school's Code of Conduct and other policy and regulatory requirements
- building relationships with students, staff and parents based on respect, trust and shared purpose
- behaving ethically and with appropriate confidentiality and sensitivity
- modelling punctuality and adherence to organisational deadlines
- supporting the Hiba Academy Values

## PREFERRED APTITUDES

- ability to develop curriculum
  - open, proactive, patient and caring
  - proficient in Microsoft Office 365 and other educational software
  - international and bilingual school experience
  - cross-cultural work experience
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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.