



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

# Job Description

## Primary Teaching Assistant

### 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 is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

## WCC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more.

With offices in Shanghai, the group provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

## 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. 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 four consecutive years, from 2020 to 2023.



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



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

# Role Description

## **JOB TITLE**

Primary Teaching Assistant

## **DEPARTMENT**

Primary School

## **LOCATION**

Shanghai

## **SUPERVISOR**

HLTA/ Head of TA's

Working alongside, and with direction from Head of Year and Head of Phase

## **OBJECTIVES**

To assume responsibility for supporting teaching and learning in primary school class/es and specified subject(s) within the Wellington College International Shanghai curriculum. To maintain the high standards of pastoral care and wellbeing of pupils to enhance the holistic learning experience of pupils.

## KEY RESPONSIBILITIES

### Teaching and Learning:

- Support the class teacher in delivering lessons and activities that are engaging, challenging, and appropriate for the pupils' abilities. To prepare high quality learning resources and materials in advance of lessons.
- Provide individual and small group support to pupils who need extra help with their learning using different strategies. Carry out high-standard and purposeful interventions under the guidance of class teacher.
- Provide individual and small group support to pupils who require stretch and challenge to further develop their skills and knowledge under the guidance of class teacher.
- Monitor pupils' responses to learning activities and modify the support approach accordingly. Provide timely feedback to pupils in line with the school marking and feedback policy. Liaise with class teachers to support the evaluation of learners' progress and providing feedback to the teacher on areas where pupils may need additional support.
- Help to create a positive, inclusive, and supportive classroom environment that promotes pupil wellbeing and a sense of belonging. Responsible for the maintenance and organisation of the classroom and resources to ensure an optimal teaching and learning environment.
- Assist with positive behaviour policy implementation for learning management, including reinforcing classroom agreed rules and expectations, and providing support to pupils who may be struggling with their behaviours.
- Communicate effectively and professionally with parents and caregivers, including providing updates on pupil progress and any day-to-day queries.
- Support the whole college CCA programme, which is designed to enrich the school experience for the pupils.
- Supervise whole classes during short-term absence of teachers.

### PROFESSIONAL AND OTHER RESPONSIBILITIES:

- Maintain high standards of pastoral care and foster the wellbeing of pupils through a child-centered approach. TA's practice is motivated by the best interests of learners in their care. TA's show this through positive influence and empathy in practice.
- Adhere to the college safeguarding and behaviour policy.
- Display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.
- Model the Wellington values of 'Respect, Courage, Responsibility, Integrity' both within and outside of the school.
- Adhere to and uphold professional standards of appearance and conduct. TA's exercise integrity through their professional commitments, responsibilities and actions.
- Carry out supervision duties as required and adhere to health and safety policies and procedures.
- Participate in Continuous Professional Development, including professional learning communities and the observation process.
- 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

## KEY RESPONSIBILITIES

### PROFESSIONAL SKILLS AND ATTRIBUTES

- Recognised levels of proficiency in core curricular subjects – A teaching assistant should demonstrate a strong understanding of the subjects they are teaching to guide pupil learning effectively.
- Excellent communication skills in both English and Chinese – A teaching assistant should be able to effectively communicate with pupils, providing clear instructions and explanations and listen attentively to pupil questions and concerns.
- Organisational Skills – A teaching assistant should be organised and able to prioritize tasks and work efficiently with good time management skills.
- Collaboration and teamwork - A teaching assistant should be able to work well as part of a team, collaborating with other teachers and staff members to ensure the best possible learning outcomes for pupils.
- Classroom Management Skills, including the ability to maintain positive learning environments and manage pupil's behaviour.
- Creativity and flexibility – A teaching assistant should be able to be innovative in their approach to advance learning and be adaptable in a variety of different situations.

### WORK EXPERIENCE

A minimum of 2 years teaching experience or relevant learning support experience in an educational organisation.

Experience with teamwork.

Experience with supporting English as second language learners.

Desirable to have a good understanding of using Microsoft Platforms and Seesaw.

### PROFESSIONAL ATTRIBUTES

Patience and empathy

Creativity and flexibility

Passionate about education and supporting young pupil to learn and grow.

Believe in lifelong learning as a teacher and a learner.

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.

**Be You.**  
**Be The Difference**