



# Job Description

## KS1/KS2 Class Teacher/Head of English

### 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.

**Kindness Responsibility Respect Courage Integrity**

## **School introduction**

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, beginning 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 Senior School, 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. 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**

KS1/KS2 Class Teacher/Head of English

## **DEPARTMENT**

Academic

## **LOCATION**

Hangzhou

## **LINE MANAGEMENT**

Deputy Head of Primary

## **OVERVIEW**

The combined role of KS1/KS2 Class Teacher and Head of English entails comprehensive classroom teaching responsibilities and leadership duties within the English department. This position requires an educator capable of delivering high-quality instruction across the curriculum while strategically directing, managing and developing the English curriculum throughout the school. A deep understanding of the English National Curriculum and leadership across Grades 1-5 is essential.

## **KS1/KS2 TEACHER RESPONSIBILITIES:**

### **Teaching and Learning:**

- Plan, prepare and deliver engaging and effective lessons across the curriculum, in line with the English National Curriculum standards.
- Foster a positive learning environment, encouraging pupils to achieve their full potential.
- Differentiate instructions to meet the diverse needs of all learners, including ESL (English as a Second Language) and SEND (Special Educational Needs and Disabilities) pupils.
- Assess and track pupil progress, providing regular feedback and reports to pupils, parents and colleagues.

- Implement school policies in classroom management and behaviour discipline.
- Employ research-based pedagogy strategies, leveraging collaboration and oracy to accelerate learning.

### **Curriculum and Planning:**

- Develop and adapt lesson plans to ensure curriculum requirements are met across various subjects.
- Collaborate with colleagues to maintain high teaching and learning standards.
- Use a variety of teaching strategies and resources to engage and motivate pupils.

### **Assessment and Reporting:**

- Conduct formative and summative assessments to monitor pupil progress.
- Maintain accurate records of pupil performance and development.
- Communicate effectively with parents and caregivers regarding pupil progress and development.

## **HEAD OF ENGLISH RESPONSIBILITIES:**

### **Policy/Strategic Direction and Development:**

- Contribute to whole school policy-making and strategic planning.
- Prepare, monitor, update and action English action plans.
- Ensure school policies and strategies are embedded in planning, teaching and learning within the English department.

### **Leadership and Management of Others:**

- Lead, motivate and manage the English department across the school.
- Induct, develop, deploy and appraise staff within the English department.
- Manage the day-to-day running of the English team, including planning and timetables.
- Regularly review English policy, curriculum and department practices.
- Collaborate with other schools within the campus for curricular consistency.
- Promote English literacy and engagement within the Primary School.

### **Departmental and Standards and Oversight:**

- Foster and promote excellent teaching and learning standards within the department.
- Model high-quality teaching and share best practices with department members.
- Identify and support teachers through planning support, model lessons, co-teaching, action planning and instructional coaching.

- Liaise with ESL and SEND departments to support individual pupil targets.
- Ensure consistency and quality in curriculum delivery, assessments and pupil expectations.
- Monitor and provide feedback on the quality of pupil work and classroom practices.
- Stay current with developments in English education to adopt and integrate best practices.
- Ensure the needs of all pupils are met through the implementation of strategic teaching practices.
- Monitor the implementation of new initiatives and provide feedback to staff.
- Oversee the quality of in-class and corridor displays and provide feedback to staff.

### **Resource Management:**

- Monitor and manage English department resources effectively.
- Identify future resourcing needs and ensure all resources are fit for purpose.
- Keep accurate documentation of resource usage and requirements.

### **Monitoring, Evaluation and Assessment:**

- Regularly assess, record and use pupil progress data to inform departmental planning and teaching quality.
- Maintain high learning standards through the use of performance data.
- Present progress and data analysis to the Senior Management Team (SMT) after each assessment period.
- Implement and oversee all assessment strategies for the English curriculum.
- Ensure ongoing assessment is recorded in accordance with the school's assessment policy.

### **Training and Development:**

- Set and pursue personal targets for continuous professional development.
- Identify and address training needs within the English department.
- Ensure all department members are engaged in professional development activities.

This role demands a highly organised individual with excellent communication and leadership skills, a passion for English education, and the ability to inspire both pupils and colleagues alike. The successful candidate will play a crucial role in raising the standards of English education across the school while maintaining classroom teaching responsibilities.

## **BASIC QUALIFICATION**

**Education:** Bachelor's degree or above.

**Major:** English-related majors.

**Language:** English native speaker.

### **Working experience:**

- At least 3 years of teaching experience with some managerial experience.
- Experience of successful academic achievement.
- Experience in leading multiple projects.
- Strong knowledge of Primary phase English.

## **PREFERRED QUALIFICATION AND PERSONAL ATTRIBUTES**

- Be able to assess pupils' interests, needs and developments.
- Be able to develop the curriculum.
- Creative and problem-solving.
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environments.
- Strong passion for the education and development of pupils.
- Track record of solving problems and delivering impact as a leader.
- Ability to work with data and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility.
- Strong mindset for continuous improvement to meet or exceed expectations.

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**