



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

Learning Support Teacher (with secondary subject experience)

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

Learning Support Teacher

DEPARTMENT

Secondary School Academic

LOCATION

Shanghai

SUPERVISOR

Secondary SMT

EDUCATION

- Bachelor's degree or above, plus PGCE/QTS or other recognized teaching qualification
- A recognized qualification in learning support/ SENCO is desirable.

LANGUAGE: English (native level)

EXPERTISE

- Knowledge of the UK education system
- Understanding of the international or independent education preferred

OBJECTIVES

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

MAIN RESPONSIBILITIES

1. To aid the pupils to learn as effectively as possible both in group situations and independently by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
 - Liaising with tutor, Head of Year, subject teachers, Learning Support Coordinator, parents and other professionals about individual education.
 - Consistently and effectively implementing agreed behaviour management strategies
 - Making appropriate resources to support the pupil(s) and to research appropriate and useful resources to improve the work of the department.
 - Plans (IEPs), contributing to the planning and delivery as appropriate
2. To establish supportive relationships with all SEN pupils.
3. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
4. To monitor pupils 'responses to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes as stated on the IEP.
5. To give positive encouragement, feedback and praise to reinforce and sustain pupils 'efforts and develop self-reliance and self-esteem.
6. To mark pupils 'work as necessary using positive reinforcement method at the point of learning whenever possible.
7. To support the pupil(s) in developing social skills both in and out of the classroom.
8. To support the use of ICT in learning activities and with specific programs to support learning.

9. To provide regular feedback on pupils' learning and behaviour to the required stakeholders mentioned in point 1.6.
10. Carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills.
11. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
12. To support the Learning support coordinator by completing observations and report findings which will contribute to creating a plan for that pupil.
13. To know and apply school policies on Child Protection, Health and Safety, Behaviour & Teaching and Learning.
14. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
15. To be aware of confidential issues linked to home/pupil/teacher/school.
16. To contribute towards reviews of the pupil's progress as appropriate.
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
18. To take part in training activities offered by the school to further your knowledge and skills of working with a child with specific learning difficulties.
19. To undertake duties at break/lunch time supervision.
20. To provide individual support, as required, during examination sessions.
21. Be able to teach a to a Secondary subject to IB/IGCSE level.
22. To contribute to the schools Enrichment program, including:
 - Supporting residential and day trips.
 - Running enrichment activities as part of the CCA offering.
23. 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.

PROFESSIONALISM

- Model and promote Wellington Values: kindness, courage, integrity, respect and responsibility.
- Commitment to safeguarding and risk assessment.
- Strong communication and collaboration skills.
- Support staff in developing effective facilitation of SEN initiatives.
- Adhere to all procedures and policies as outlined in the Staff Handbook.

PREFERRED APTITUDES AND EXPERIENCE

- Commitment to lifelong learning. Ability to embrace change.
- Ability to work to tight timelines.
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement
- Extensive experience of supporting SEN pupils in a Secondary School context, including IGCSE and IB year groups.

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