



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

Learning Support High Level 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 Learning Support High Level Teaching Assistant

DEPARTMENT

Academic

LOCATION

Shanghai

SUPERVISOR

Primary Learning Support Coordinator

OBJECTIVES

Share a commitment to the successful implementation of the vision, mission, and goals of Wellington Shanghai, creating a culture of excellence through supportive accountability. 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.

KEY RESPONSIBILITIES

- Contribute to a program underpinned by an image of a strong and capable child. Assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for children with special educational needs.
- Monitor and report on the quality of Learning Support provision.
- Support the Learning Support coordinator with the observation of children in the classroom and identify/confirm any additional learning needs. Coach and train colleagues to enhance inclusive practice.
- Establish and maintain a SEND register of pupils. Keeping all paperwork including records, up to date and actioned, as appropriate.
- Model and support Primary team to utilise a variety of teaching strategies including intentional teaching, sustained conversations, provocations and reflective practice to encourage suitable learning environments for all.
- Working with the Learning Support Coordinator to assist colleagues with the strategic development of support provision.
- Support teachers to build on the interests of children by offering constructive feedback, attending reflective discussions and through hands-on support in class.
- Order resources to support and extend support for learning in the classroom, learning spaces and community. Play a key role in the whole school self-evaluation process.
- Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.
- Value families as important partners in the work of the nursery by maintaining frequent contact and can work with them in the classroom and nursery.
- support SEN coordinator to communicate with families.
- 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

PREFERRED APTITUDES

- Exhibit outstanding early years and pedagogical knowledge
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner
- Serve as a role model who acknowledges through actions and behaviours the critical value of human relationships in achieving personal and professional goals and organisational purpose
- Excellent communication skills with a diverse range of people and interpersonal skills
- Ability to multi-task and prioritise
- Ability to work to tight timelines
- Personal integrity, accountability and credibility

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