



WELLINGTON COLLEGE  
HANGZHOU

# Job Description

## Library Intern

### 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**

## **School introduction**

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 to 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Hiba Academy Hangzhou (Nursery) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of Primary and Senior Schools offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou is comprised of Primary and Senior Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior Schools study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

## 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**

Library Intern

## **DEPARTMENT**

Non-Academic

## **LOCATION**

Hangzhou

## **SUPERVISOR**

Head Librarian

## **KEY RESPONSIBILITIES**

- Ensure stock lists are up to date
- Keep all libraries in good order
- Organise displays of books to promote authors, topics of interest etc.
- Maintain and renew library wall displays and generally ensure that the library has an inviting environment
- Check books in and out of the library, ensuring that the library lending policies are followed
- Catalogue books according to the library policy
- Support the control of library stock through the issuance of overdue, lost and damaged book notices
- Follow and adhere to the CILIP Librarian Code of Ethics
- Support librarians in the delivery of teaching sessions
- Maintain library shelving systems

- Ensure that books are re-shelved accurately after use
- Become familiar with the library stock through browsing and reading
- Advise patrons on a suitable choice of book depending on their reading ability and interests
- Support with library events
- Promote reading throughout the college community
- Support the wider school curriculum through the creation of topic boxes and fulfilling resource requests as needed
- Other duties as assigned by the Head Librarian

## **BASIC QUALIFICATION**

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

**Major:** Library Science or a related subject.

**Language:** Communication skills in English

**Working experience:** Relevant experience as a librarian and/or in a school environment, or in a field with transferable skills.

## **EXPERTISE**

- Have a qualification in librarianship and have had experience working in a library
- Be hands-on with a strong sense of initiative and responsibility
- Enjoy working with children and be able to effectively manage groups, encouraging reading and enjoyment of literature
- Have a good eye for attractive displays to make the library a welcoming and inviting place
- Be confident in the use of IT
- Be an effective team member and at the same time be able to work with one's own initiative
- Be able to maintain the school's code of confidentiality

## PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in a cross-culture environment
- Strong passion for the education industry
- Proven ability to work with metrics, numbers and trends, 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**