



WELLINGTON COLLEGE  
INTERNATIONAL  
HANGZHOU

# Job Description

## KS1/KS2 Class Teacher and 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.

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

Wellington College International Hangzhou is the 13th member of the Wellington College family worldwide and the first choice for an international school in Hangzhou. We offer a uniquely British-style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We offer a world-class curriculum based on the English national curriculum contextually adapted to our location. This curriculum naturally prepares pupils for IGCSE followed by A Level qualifications in our Sixth Form.

Wellington College International Hangzhou uses the unique Wellington approach to holistic education encapsulated in our five core Values: Courage, Respect, Integrity, Kindness and Responsibility. These values instil the defining characteristics of the Wellington Identity: Intellectual, Independent, Inspired, Individual and Inclusive.

This comprehensive 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 Wellington College Hangzhou 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. We have a multi-purpose indoor sports hall with a 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 Wellington College 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 five consecutive years, from 2020 to 2024.



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



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Personalised professional development pathways



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HR Asia's best company to work for in Asia 2020-2024



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Generous salary and benefits

**JOB TITLE**

KS1/KS2 Class Teacher and Head of English

**DEPARTMENT**

Academic

**LOCATION**

Hangzhou

**SUPERVISOR**

Assistant Head of Primary

**OVERVIEW**

The combined role of KS1/KS2 Class Teacher and Head of English entails comprehensive classroom teaching responsibilities and leadership duties. 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 Years 1-6 is essential. The ideal candidate will have a passion for English education, exceptional leadership and communication skills, and the ability to foster a culture of excellence in teaching and learning.

## **KS1/KS2 CLASS 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 pedagogical 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.

### **Health and Safety:**

- Ensure a safe and healthy learning environment for all pupils.
- Comply with the school's health and safety and safeguarding policies and procedures.

### **Building Positive Relationships:**

- Establish and maintain positive relationships with pupils, parents, colleagues and the wider school community.
- Foster an atmosphere of trust and mutual respect.
- Encourage open communication and active participation among all stakeholders.
- Resolve conflicts in a constructive manner, promoting a positive school culture.
- Support pupil well-being and emotional safety by creating a nurturing and inclusive classroom environment.

## **HEAD OF ENGLISH responsibilities:**

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

- Contribute to whole school policy-making and strategic planning.
- Develop, monitor and update the English action plans in alignment with school goals.
- Ensure school policies and strategies are effectively integrated into the planning, teaching and learning within the English department.

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

- Lead, motivate and manage the English department across the school.
- Induct, train, deploy and appraise staff within the English department.
- Oversee the daily operations of the English team, including planning, scheduling and timetabling.
- Regularly review and refine English policy, curriculum and departmental practices.
- Collaborate with other schools within the campus to ensure curricular consistency.
- Promote English literacy and engagement throughout the Primary School.

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

- Foster and maintain high standards of teaching and learning within the department.
- Model exemplary teaching practices and share best practices with department members.
- Provide support to teachers through planning assistance, model lessons, co-teaching, action planning and instructional coaching.
- Liaise with ESL and SEND departments to align and support individual pupil targets.
- Ensure consistency and quality in curriculum delivery, assessments and pupil expectations.
- Monitor and provide constructive feedback on pupil work and classroom practices.
- Stay abreast of developments in English education and integrate best practices.
- Ensure the needs of all pupils are met through strategic and differentiated teaching practices.
- Oversee the implementation of new initiatives and provide feedback to staff.
- Maintain high standards for in-class and corridor displays, providing feedback to staff where necessary.

### **Resource Management:**

- Monitor and manage the English department's resources effectively.
- Identify future resource needs and ensure all resources are adequate and fit for purpose.
- Maintain accurate records of resource usage and requirements.

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

- Regularly assess, record and utilise pupil progress data to inform departmental planning and teaching quality.
- Maintain high learning standards through the analysis and use of performance data.
- Present progress reports 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 documented in conformity with the school's assessment policy.

### **Training and Development:**

- Pursue personal and professional development goals and set targets for continuous improvement.
- Identify training needs within the English department and provide appropriate professional development opportunities.
- Ensure all department members engage in continuous professional development activities.

### **Building Positive Relationships:**

- Establish and maintain positive, supportive relationships with pupils, parents, colleagues and the wider school community.
- Promote an atmosphere of trust, respect and open communication.
- Encourage active engagement and participation from all stakeholders.
- Resolve conflicts constructively, promoting a positive school culture.
- Support pupil well-being by creating a nurturing and inclusive environment.
- Strong organisational, communication and interpersonal skills.
- Ability to inspire and lead both pupils and colleagues alike.
- Passionate about fostering a love for English language and literature.
- Creative, innovative and forward-thinking.
- Personal integrity, accountability and credibility.
- Ability to work effectively with data and leverage insights to drive improvements.
- Strong commitment to continuous improvement and exceeding expectations.

## **BASIC QUALIFICATION**

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

**Major:** English or related education major an advantage

**Language:** English native speaker.

### **Working experience:**

- At least 4 years of teaching experience in high-performing schools; leadership experience an advantage
- Experience of successful academic achievement.
- Experience in leading multiple projects.
- Strong knowledge of Primary phase English.

### **Personal attributes:**

#### Organisational, Communication and Interpersonal Skills:

- Demonstrates strong organisational skills to manage multiple tasks effectively.
- Excellent communication abilities, with a proven track record of engaging with diverse groups.
- Strong interpersonal skills to build positive relationships within a multicultural school community.

#### Leadership and Inspiration:

- Ability to inspire and lead both pupils and colleagues.
- Proven problem-solving skills and a track record of delivering impactful results as a leader.
- Passionate about fostering a love for the English language and literature.

#### Creativity and Innovation:

- Creative, innovative and forward-thinking in approach to teaching and learning.
- Able to develop and adapt curriculum to meet the evolving needs of pupils.

#### Integrity and Accountability:

- Exhibits personal integrity, accountability and credibility in all professional activities.

#### Data Literacy:

- Ability to work effectively with data, analyse insights, and develop actionable recommendations to drive improvement.

#### Commitment to Continuous Improvement:

- Strong commitment to continuous improvement, aiming to meet or exceed expectations.

- Engages in self-directed professional development to enhance skills and knowledge.

Adaptability and Problem-Solving:

- Capable of assessing pupils' interests, needs and developments to tailor teaching strategies.
- Demonstrates creative problem-solving abilities to address challenges in educational settings.

Passion for Education:

- Strong passion for the education and development of pupils, fostering their holistic growth and achievement.

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**