



WELLINGTON COLLEGE
HANGZHOU

Job Description

Library 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

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 opportunities.

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 unique 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 five consecutive years, from 2020 to 2024.



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 2020-2024



Generous salary and benefits

Role Description

JOB TITLE

Library Assistant

DEPARTMENT

Non-academic

LOCATION

Hangzhou

LINE MANAGEMENT

Head of 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 library lending policies are followed
 - Catalogue books according to 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

- Participate in the school's succession planning framework, with the capability to temporarily assume teaching duties and deliver curriculum content in the librarians' absence
- Other duties as assigned by the Head Librarian

OTHER REQUIREMENT

- 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 in order 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 on one's own initiative
- Be able to maintain the school's code of confidentiality
- Demonstrate potential for professional growth towards full librarian qualification, including classroom instruction competencies
- Capacity to produce professional reports and maintain digital archives using office productivity software

BASIC QUALIFICATION

Education: Bachelor's degree in the subject or a related field

Language: Proficient in English as a working language with fluent communication skills in listening, speaking, reading and writing

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

PREFERRED APTITUDES

- Excellent communication skills
- Open, proactive, patient and caring
- Proficiency in Microsoft Office
- Adaptable and flexible
- Committed to continued professional development
- Professional approach

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