



# Job Description

## Primary English Language Intervention (ELI) Teacher

### 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.

## **School Introduction**

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, beginning in Hiba Academy Hangzhou (Nursery) with the English Early Years Foundation Stage (EYFS) merged with the Chinese Ministry of Education guidelines.

In Primary School and Senior School, we follow the British and Chinese national curricula, complemented by a wide range of international teaching resources and materials, and taught within a bilingual learning environment. As our pupils progress to higher grades, they will study IGCSE followed by A Levels in our Sixth Form.

## **Kindness Responsibility Respect Courage Integrity**

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

This 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 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. Among these is our modern boarding house, providing comfortable accommodations for nearly 400 pupils. We have a multi-purpose indoor sports hall with 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 Hiba Academy 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.



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

Primary ELI Teacher

## DEPARTMENT

Academic

## LOCATION

Hangzhou

## SUPERVISOR

Deputy Head of Primary

## OBJECTIVES

The teacher will work collaboratively with other colleagues across the school to provide expert teaching and in-class support, which will help non-native pupils to improve their English so that they can achieve excellence in the academic curriculum.

The teacher must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teacher must demonstrate an understanding of the wider curriculum and administration needs of the school, show excellent communication skills and be an outstanding team player whilst striving to achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

## MAIN PURPOSE

- Teach timetabled lessons from a curriculum of ELI support for pupils identified by Bell's Foundation as being below the age-expected level in English.
- Work in other teachers' lessons to provide real-time ELI support for identified pupils.
- Provide strategies for teachers and TAs to best support pupils with English needs. This will involve monitoring, evaluating and revising what is happening in classes.
- Ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.

- Contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.
- Direct support staff as appropriate.

## **KEY RESPONSIBILITIES**

The Primary School is looking for a candidate who would relish the challenge of continuing to grow the provision of this vital area of support within our school.

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Head of School and other staff.
- Plan appropriately to meet the needs of all pupils.
- Set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Undertake all reasonable duties when requested by the Senior Leadership Team.
- Be responsible for the progress and attainment of all children within their class or teaching group.
- Attend school trips, including weekend and week-long trips in line with school policy and expectations

## **Home-School communication**

- Make parents feel welcome and foster a strong relationship with parents.
- Introduce information regarding ELI and the English curriculum.
- Collect information on pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strengths.
- Provide consultations and support to parents' enquiries.
- Communicate with parents on a regular basis.

- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in English learning.
- Report to the parents in the form of regular written reports, when required.

### **Professional Integrity**

- Be positive and build good relationships with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary.
- Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Heads of School.
- Make a significant contribution to Primary School assemblies and newsletters, and by so doing, highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect the privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times.
- Emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. Communicate to the pupils that they must take a responsible attitude to equipment and materials, with which they have been provided, and that there will be consequences for damage inflicted upon College property.
- Carry out duties in the Primary School as required and timetabled by the Heads of School. This will include playtime supervision, lunchtime supervision and after-school supervision.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Always act in a way that conforms to the Primary School ethos and values and is in the best interests of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of College events, in whatever way possible.

### **Professional Development**

- Be familiar with the recent development of ELI teaching theory and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflect on your work and share your experience with other colleagues.

- Support the School Development Plan generally and insofar as it relates to ELI.
- Attend staff meetings and briefings as and when required.

## **JOB QUALIFICATIONS**

- Minimum of an undergraduate degree plus a recognised teaching qualification.
- Desirable: Evidence of additional training and commitment to further professional development, such as Master of Arts (MA) TESOL, CELTA or DELTA.
- English or language teaching related discipline
- Fluent English, minimum IELTS 7

## **EXPERIENCE**

A minimum of 2 years' work experience teaching ELI in high-performing schools.

## **EXPERTISE**

- Display excellence in teaching ELI and demonstrate proficiency in supporting ELI learners.
- Prior experience of working with ELI learners is essential.
- Knowledge of China and teaching English in China is preferred.

## **PREFERRED APTITUDES**

- Able to assess pupils' interests, needs and development.
- Be able to develop the curriculum using best practice from research.
- Display the five Wellington Values.
- Display proficiency with EdTech.
- Previous cross-cultural working experience is preferred.

---

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**