

# Job Description

## Counsellor and Learning Support 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 (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

**Kindness   Responsibility   Respect   Courage   Integrity**

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

## **School introduction**

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils 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. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

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.

## 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, and over 70% are female. 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 3 years running.



小班化授课、  
合理分配时间的优质学校  
Premium school with small  
class sizes and generous  
non-contact time



个性化的  
职业发展  
Personalised professional  
development pathways



HR Asia 2020 至 2022  
“亚洲最佳企业雇主”  
HR Asia's best company  
to work for in Asia 2020 -2022



富有竞争力的  
薪酬福利  
Competitive salary  
and benefits

# Role Description

## **JOB TITLE**

Counsellor and Learning Support Assistant

## **DEPARTMENT**

Academic

## **LOCATION**

Shanghai

## **LINE MANAGEMENT**

Counselling Services Coordinator

## **OBJECTIVES**

To provide counselling and learning support for an individual pupil or a small group of pupils with special educational needs (SEN) to help work towards the outcomes on their education and the IEP. This will involve working with the staff to provide counselling support and supporting the pupil with routines, transitions, and behaviour management.

### Counselling

- Provide emotional counselling support to students and their families.
- Offer supportive counselling services across the school where needed.
- Assist parents in better understanding their child's experiences and development and help resolve their concerns.
- Conduct risk assessments when required.
- Assist with facilitating and/or conducting parent workshops.
- Maintain manual and electronic files and records to provide necessary information and documentation.
- Participate in workshops, meetings, and community events to receive and present information.
- Maintain all equipment within the counselling room to a high standard.
- Support the identification of vulnerable students, such as those at risk of or showing signs of mental illness and poor mental health.
- Ensure the delivery or facilitation of mental health curriculum as required by the government.
- Support the counselling team in preparing resources for government inspections.
- Complete counselling work of high quality in accordance with the requirements and procedures of the counselling policy.
- Provide support in a supportive role to students who have been referred but are unwilling to accept counselling.
- Attend government-related mental health meetings as required.

### Learning support

- Promote, support, and facilitate inclusion by encouraging participation of the pupil(s) in learning and extracurricular activities.
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment.
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment, and barriers to learning.
- Use ICT skills to advance the pupil's learning.
- Build a positive relationship with the pupil(s), promoting high self-esteem, independence, and social inclusion.
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil(s) achieve their full potential in all areas of learning.
- Assist with the development and delivery of individual education, support, and care plans.
- Support the pupil with their social, emotional, and mental health needs, escalating concerns where appropriate.
- Communicate effectively with other staff members, pupils, parents, and carers.
- Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Keep other professionals accurately informed about performance, progress, and any areas of concern.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Share knowledge and understanding of the pupil with other school staff and education, health, and social care professionals, so that informed decision making can take place regarding intervention and provision.

## KEY RESPONSIBILITIES

### Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

### CCAs and School Community Events

- Contribute towards the delivery of CCAs and take part in School Community events in line with the school's expectations and goals.

Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School, Master or Line manager.

## BASIC QUALIFICATION

- Education: Bachelor's degree
- Major: Psychology or related education field
- Language: Native Chinese speaker and fluent in English.
- Qualification: Credentials in counselling

## EXPERIENCE

- Over 2 years of experience as a school counsellor or in counselling.

## EXPERTISE

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults.
- Skills and expertise in understanding the needs of all pupils.
- Knowledge of how to help, adapt and deliver support to meet individual needs.
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines.
- Active listening skills
- The ability to remain calm in stressful situations.
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly in using ICT to support learning.

## PREFERRED APTITUDES

- International and/or bilingual school-based working experience is preferred.
- Cross-cultural working experience is preferred.
- Demonstrating practice that always represents the five core values of Wellington and Hiba Academy (Courage, Integrity, Kindness, Respect, and Responsibility).
- Strong passion for education
- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding pupil wellbeing and equality.
- Resilient, positive, forward looking, and enthusiastic about making a difference.
- Capacity to inspire, motivate and challenge children and young people.

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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.

从心, 致远。 Be You. Be More.