



WELLINGTON COLLEGE
HANGZHOU

Job Description

SA and Academy 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

SA and Academy Assistant

DEPARTMENT

Non-academic

LOCATION

Hangzhou

LINE MANAGEMENT

SA and Academy Senior Officer

OBJECTIVES

We are seeking an SA and Academy Assistant (School Activities) to provide support and offer academy services to pupils and parents in Wellington College Hangzhou. The SA and Academy Assistant will support the Academy program and liaise with Service, Finance and other departments to ensure that the daily SA and Academy courses run smoothly.

KEY RESPONSIBILITIES

SA

- Deal with enquiries from parents/pupils/teachers via phone calls/emails regarding School Activity in a timely manner.
- Manage School Activity sign up and change request in the system.
- Prepare necessary documents for School Activity and other CCA.
- Assist in daily School Activity operation such as onsite support, register update.
- Input and maintain data in the School Activity software.
- Arrange transportation and other logistics for CCA. Manage School Activities attendance systems, ensuring accurate records are maintained and absentees are followed up in a timely manner.

- Maintain pupils' records and databases as required.
- Provide support to CCA school events and activities when needed.
- Managing School Activities resources in preparation for sessions. Ensure CCA supplies and office stationery needs are kept current and in plentiful supply.
- Assist the purchasing process for resources order in the CCA Events.
- Write articles both in Chinese and English about CCA.

ACADEMY

- Take photos of academy, update in ding talk group with a timely manner.
- Edit videos of Academy.
- Check Academy vendor's lesson quality daily.
- Academy pupils' pick-up
- Deal with Academy emergency such as pupils' lateness, pupils' behaviour etc.
- Take Late shift

SUMMER CAMP

- Assist summer camp registration and operation.
- Other duties appropriate to the scope and grading of the post as may be required from time to time.

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