



WELLINGTON
COLLEGE
EDUCATION

HANGZHOU · 杭州

Job Description

Secondary ICT Teacher

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College Education (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 Education (China) (WCEC)

Wellington College Education (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 Education (China) - Hangzhou consists of a Wellington College Bilingual school and a Wellington College International School. The Bilingual schools (Nursery, Primary and Senior School) operate under Hiba Academy Hangzhou and are on the same school site as the Wellington College International school – all within a 5 mins walking distance. Both schools are under the same leadership.

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 Secondary School, we follow the British and Chinese national curriculum, 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.

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 Education (China)

WCEC 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 WCEC 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 Education (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

Secondary ICT Teacher

DEPARTMENT

Academic

LOCATION

Hangzhou

SUPERVISOR

Head of ICT

OBJECTIVES

Wellington College Education (China) Hangzhou seeks an experienced, enthusiastic Secondary ICT Teacher to collaborate within our diverse, high-achieving academic team. The successful candidate will plan and deliver lessons across various age groups in alignment with the Wellington College philosophy, fostering pupils' growth while encouraging them to embody Wellingtonian values: inspired, intellectual, independent, individual and inclusive. The role requires professional responsiveness to pupils' needs alongside an understanding of the wider curriculum and administrative requirements.

KEY RESPONSIBILITIES

Teaching and Learning

- Contribute to holistic pupil wellbeing with particular care for assigned pupils
- Promote Wellington College's Mission Statement, Values and Identity base through classroom displays, corridor displays and daily practice
- Undertake independent class management and lesson delivery
- Conduct formative and formal assessments as directed by the Head of School, flagging concerns promptly
- Continuously evaluate teaching effectiveness to maintain progression and high standards
- Fully participate in staff appraisal systems, including peer observation
- Support policy development and subject documentation as required
- Collaborate on resource management and annual budgeting

- Consistently enforce college rules to maintain discipline, dress standards and pupil welfare
- Facilitate community engagement in learning processes
- Attend school trips, including weekend and weeklong trips in line with school policy and expectations

Home-School Communication

- Cultivate positive parent relationships through regular welcome interactions
- Share curriculum information with families
- Gather parental insights on pupil interests and development
- Enhance learning by utilising parental expertise
- Provide structured parent consultations and enquiry support
- Share relevant parental feedback with teaching colleagues
- Conduct regular parent communications as timetabled
- Deliver accurate progress updates at Parents' Meetings
- Prepare detailed written reports in prescribed formats

Professional Integrity

- Maintain constructive colleague relationships
- Complete assigned tasks punctually
- Provide lesson cover as required by departmental needs
- Actively participate in weekly extracurricular programmes
- Contribute meaningfully to assemblies and college publications
- Promote equal opportunities and an inclusive ethos
- Maintain strict pupil/colleague confidentiality
- Uphold the highest safeguarding and child protection standards
- Enforce safety protocols across all learning environments
- Execute timetabled supervision duties effectively
- Exemplify college values through professional conduct
- Support the annual college events programme

Professional Development

- Maintain current knowledge of IGCSE/A Level pedagogical developments
- Engage in continuous professional learning and innovation
- Participate actively in peer feedback and idea-sharing
- Contribute to college development planning processes

- Attend mandatory INSET programmes and staff meetings

QUALIFICATIONS

- Bachelor's degree in the subject or a related field
- Full teaching qualification (PGCE/QTS or equivalent)
- Fluent written and spoken English

EXPERIENCE

- Minimum 2 years' subject teaching experience in high-performing schools
- Proven experience teaching IGCSE and A Level subject curricula

PREFERRED APTITUDES

- Strong pupil assessment capabilities
- Curriculum development skills
- Patient, proactive approach with a caring disposition
- Microsoft Office proficiency
- Experience in international/bilingual school environments
- Cross-cultural working experience

As an employer of choice, Wellington College Education (China) is committed to making professional learning and personal development central to its ethos and approach. WCEC 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