



WELLINGTON COLLEGE  
CHINA

惠灵顿(中国)

WE ARE HIRING |



# We are Our People

## JOB DESCRIPTION

### Music and Performing Arts teaching assistant



Premium school with small  
class sizes and generous  
non-contact time



Personalised professional  
development pathways



HR Asia's best  
company to work for  
in Asia 2020 and 2021



Competitive salary  
and benefits

## ABOUT US

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 children aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020.

Huili School Shanghai is Wellington's bilingual school for Chinese students, which opened in August 2018. There are now more than 1,200 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 10) and last year saw the opening of our state-of-the-art high school building and the start of IGCSE courses. Over the next two years, the school is expected to grow by more than 100 pupils per year and will be offering the IBDP when our oldest pupils begin grade 11 next academic year.

Huili School combines Wellington's holistic British approach to educating the whole child, with the enduring strengths of the Chinese curriculum and focus on learning. We talk about giving our pupils the best of both worlds. Half of our lessons are in English and half in Chinese. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupil with our five core values: courage, integrity, respect, kindness, and responsibility. Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes 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.

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.

# BASIC INFORMATION

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**JOB TITLE**

Music and Performing Arts teaching assistant

**DEPARTMENT**

Music and Performing Arts department

**SUPERVISOR**

Music Coordinator (primary)

**OBJECTIVES**

To assist the Music Coordinator and Performance Coordinator as directed in supporting teachers of music and performing arts in facilitation of lessons, preparing teaching materials, communicating with pupils and parents and managing the music/performing arts spaces and equipment.



## KEY RESPONSIBILITIES:

1. Actively participating in teaching activities; providing support in class; assisting the primary music and performing arts teachers in preparing lesson plans and teaching materials; building good relationships with the students and colleagues in the primary school and secondary school as needed.
2. Managing the primary music and performing arts spaces, in particular making sure that the music/performing arts classrooms and practice rooms are tidy and well presented, ready for usage.
3. Responsible for ensuring that all relevant departmental paperwork such as practice room timetables, instrument inventories and rehearsal schedules is organised and filed.
4. Assisting the Music Coordinator and Performance Coordinator in procurement.
5. Assisting in events management for all primary music and performance events, in consultation with the Music Coordinator and Performance Coordinator.
6. Managing non-essential parental communication on behalf of Music Coordinator and Performance Coordinator.
7. Organising instruments, equipment and materials, ensuring they are maintained and looked after well.
8. Preparing and setting up classrooms before commencement of class.
9. Translating articles about music and performing arts department events.
10. Keeping music and performing arts rooms clean and tidy at all times.
11. Assisting in preparing music and performing arts trip administration including assisting with liaising with vendors, drafting risk assessments and collating parental permission forms etc..
12. Substitution where relevant and appropriate for primary music/performing arts staff who may be absent.
13. Participating and assisting in music and performing arts related events.
14. Assisting teachers in instruction and/or direction of ensembles, choirs and other performance groups as directed by the Director of Arts, the Head of Arts (primary) and in negotiation with the Music Coordinator and Performance Coordinator..
15. Other assigned work as requested by the Head of music.

## BASIC QUALIFICATION:

**Education:** Bachelor's degree

**Major:** Music education related subject

**Language:** Native Chinese speaker and fluent in English, minimum CET-6.

- Familiar with music/performing arts terminology and able to accurately express meanings.
- Skilful piano player with experience as an accompanist
- Supportive Wellington Value.

**Working experience:** A minimum of 2-year relevant experience within an educational setting.

## EXPERTISE

- Outstanding communication in English and Chinese.
- Familiar with assisting in the facilitation of student orchestras or drama rehearsals and performances.
- Familiar with Office software.

## PREFERRED APTITUDES

- International and bilingual schoolworking experience is preferred.
- Cross-cultural working experience is preferred.

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