



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU



JOB DESCRIPTION(English Support Teacher-IELTS) HUILI SCHOOL HANGZHOU





ABOUT US

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Huili School, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

BASIC INFORMATION

JOB TITLE

English Support Teacher (IELTS)

DEPARTMENT

Academic

SUPERVISOR

Head of Sixth Form

OBJECTIVE

Wellington College Hangzhou is seeking an experienced IELTS teacher. The IELTS teacher will support all students in their English language acquisition through the IELTS course in all four areas (reading, writing, speaking and listening). Teachers will work with pupils to pass their IELTS/TOEFL examinations successfully by meeting their visa and university offer requirements. Teachers must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teachers must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

MAIN PURPOSE

To assume responsibility for foreign English qualifications in the college, under the direction of the Head of Sixth Form and by following the Wellington College curriculum.

KEY RESPONSIBILITIES:

The successful candidate will play a key role in the development of the IELTS curriculum at Wellington College Hangzhou. The College is looking for a candidate who would relish the challenge of establishing the subject in a new school.

The IELTS teacher will have the responsibility for the planning and teaching of the IELTS course to the designated classes and meets the unique needs of the ESL learners. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity by effectively working with their colleagues. The teacher will also be required to carry out other such duties as the Headmasters of School may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that an excellent learning environment is provided for the learning of English, and that the students develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the students and the curriculum targets of the year group. The teacher should also be prepared to help support teachers by offering training and support sessions to help improve their practice.

Teaching and Learning

- Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
- Make all students aware of the Wellington College Mission Statement, values and Identity base including the model of education, their values, aims, and display them in an innovative and informative fashion in the classroom and adjacent corridors.
- Undertake class management as a class teacher.
- Complete teaching plans on time and to a high standard through collaboration with colleagues.
- Teach English lessons independently.
- Participate in co-planning meetings with international and Chinese teachers. Contribute ideas during discussions.
- Assess regularly the students' work by means of formative and formal termly/half-termly assessments, as directed by the Head of Sixth Form. Communicate regarding any student whose progress or behaviour gives cause for concern.
- Monitor and evaluate constantly the effectiveness of your own teaching and materials, maintaining good standards of practice and ensuring progression. Work collaboratively and effectively with colleagues.
- Participate fully in the Staff Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues.
- Be involved in developing, implementing and monitoring all College policies regarding IELTS, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Sixth Form.
- Assist with the resourcing of the IELTS course, and work with the Head of Sixth Form in drawing up the annual order.
- Apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all students, to ensure that students know, understand and follow the College rules.
- Provide opportunities for the community to be involved in pupils' and setting success.

Home-School communication

- Make parents feel welcome and build good relationship with parents.
- Introduce information regarding to School curriculum.
- Collect information of pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strengths.
- Provide consultations and support to parents' enquiries.
- Share students' information provided by parents with fellow teachers.
- Communicate with parents on a regular basis, as directed by the Headmasters of School.

- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals under your care.
- Report to the parents in the form of regular written reports, and when additionally required by the Head of Pastoral.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks assigned on time.
- Provide cover for absent colleagues as and when deemed necessary by The Heads of School.
- 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 Head of Pastoral.
- Make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times
- Emphasize 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 students that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon College property.
- Carry out duties in the college as required and timetabled by the Head of Pastoral. 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. Act always in a way that conforms to the College ethos and values, and is in the best interests of the students.
- 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 enthusiastic, intrigued and motivated to learn more about developments of Second Language Acquisition (SLA) and contemporary pedagogical 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 colleagues.

- Support the College Development Plan generally and in so far as it relates to English support.
- Attend and participate fully in Wellington College Staff Development and INSET programmes.
- Attend staff meetings and briefings as and when required by the Head of Sixth Form

JOB QUALIFICATIONS

Education: Bachelor's degree, teaching certificate CELTA/DELTA/TESOL Certificate 120 hrs

Major: MA TESOL desired with practical element

Language: Native English speaker / High level English ability of non native English speaker

EXPERIENCE

Working Experience:

A minimum of 2 years working experience teaching English as a Foreign Language

EXPERTISE

- Knowledge of IELTS teaching in all four areas (reading, writing, speaking and listening)
- familiarity with IELTS exam structure and exam-day organisation, as well as ability to adapt to possible COVID changes

PREFERRED APTITUDES

- Knowledge of TOEFL teaching and exam structure
- Be able to assess pupils' language proficiencies using CEFR scales
- Be adaptable, and flexible with lower proficiency learners
- Be able to enhance other subject materials so they are aligned to SLA principles
- Open, proactive, patient, caring, enthusiastic
- Proficient in Microsoft Office
- Experience with Chinese students
- Ability to work with other department teachers, and confident in sharing best practice

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.