



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



杭州市萧山区惠立学校  
HUILI SCHOOL HANGZHOU



## JOB DESCRIPTION(Teaching Assistant) 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

Teaching Assistant

## DEPARTMENT

Academic

## SUPERVISOR

Class Teachers, Head of Primary, Head of Junior High

## MAIN PURPOSE

The Teaching Assistant works collaboratively with the class teachers provide education to pupils based on the Wellington College philosophy and ethos. He/She must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teaching assistant 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. Staff may also supervise whole classes occasionally (e.g During short-term absence of teacher) or for regular short periods with teacher's planning provided.

## OBJECTIVE

The Teaching Assistant will:

### SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of pupil passports
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

#### SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

## JOB QUALIFICATIONS

#### BASIC QUALIFICATION

- Education

Evidence of additional training and commitment to further professional development. Support of Wellington/Huili Values

- Major

Education related preferred

- Language

Native Chinese and fluent in English

#### EXPERIENCE

- Working Experience

International teaching experience as an advantage. Recent EC graduates may apply, as placements will be counted towards experience.

#### PROGRAM AND PRACTICE

Key Responsibilities

- Contribute to a program underpinned by an image of a strong and capable pupil.
- Assist teachers in setting up a classroom program that fosters independence, inquiry and learning progression.
- Support teachers with documentation via learning stories, reflective journals, transcribing pupil's work, observations and narratives.
- Support the class team by contributing to reflective sessions.
- Use technology with pupils as a tool for learning, organising ideas and sharing with the wider community.
- Take advantage of serendipitous happenings and be flexible enough to extend learning at these times.

#### CARE AND WELLBEING OF PUPILS

- Ensure each pupil has a sense of belonging within the classroom.
- Adhere to student-to-teacher ratios throughout the day.
- Maintain the highest standards of care, child protection and safeguarding at all times.

#### FAMILIES

- Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for pupils.
- Communicate with families and the wider community about the program, including through the preparation of workshops, online platforms and parent meetings.

#### ENVIRONMENT

- Maintain an ordered, inviting and beautiful classroom environment.
- Assist in the ordering of resources to support and extend learning in the classroom, the learning spaces and community.

#### PROFESSIONALISM

- Have a willingness to learn about pedagogical practices that may be unfamiliar.
- Attend all team meetings and committees as necessary and take on portfolio responsibilities within the team.
- Adhere to all procedures and policies as outlined in the Staff Handbook.

#### PREFERRED APTITUDES

- Commitment to lifelong learning.
- Strong ability to embrace change.
- Confident in Microsoft Office (Excel and PowerPoint) and database systems.
- Ability to work to tight timelines.
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellingtoncollege.cn](mailto: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.