



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU



JOB DESCRIPTION(Chinese Language and Literature Teacher) 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

Chinese Language and Literature Teacher

DEPARTMENT

Academic

SUPERVISOR

Head of Chinese

OBJECTIVES

Huili School Hangzhou is seeking an experienced Chinese Language and Literature Teacher. The teacher will work collaboratively with an international team to provide education to the pupils based on the Wellington College philosophy and ethos. The Chinese Teacher 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 teaching Chinese in the School, under the direction the Head of Chinese and by following the Wellington College curriculum.

KEY RESPONSIBILITIES:

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

The Chinese teacher will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the School curriculum and by the Head of Chinese. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity by effectively working with an international teaching partner. The teacher will also be required to carry out other such duties as the Head of Chinese 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 Chinese subject, and that the students develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and co-ordinated manner with due regard to the ability of the students and the curriculum targets of the year group.

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 Eight Aptitudes 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.
- Teach Chinese lessons independently.
- Participate in curriculum meetings and year level 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 Chinese.
- Communicate with the Head of Chinese regarding any student whose progress or behaviour gives cause for concern.
- Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.

Work collaboratively and effectively with an International teaching partner.

- 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 or the Head of Chinese .
- Be involved in developing, implementing and monitoring all College policies regarding Chinese , and to assist in the necessary documentation pertaining to the subject, where required by the Head of Chinese .
- Assist with the resourcing of Chinese subject for the school, and work with the Head of Chinese 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 Chinese 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 co-teachers.
- Communicate with parents on a regular basis, as directed by the Head of Chinese .
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in Chinese subject.
- Report to the parents in the form of regular written reports, and when additionally required by the Head of Chinese .

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the Head of Chinese .
- 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 Chinese .
- 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 School as required and timetabled by the Head of Chinese . 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 familiar with the recent development of Chinese teaching theory and 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 the international teaching partner and other colleagues.
- Support the College Development Plan generally and in so far as it relates to Chinese subject.
- 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 Chinese .

JOB QUALIFICATIONS

BASIC QUALIFICATION

Education

Bachelor's degree, teaching certificate and Chinese Grade II A certificate

Major

Chinese Language and literature or related education majors

Language

Native Chinese speaker and fluent in English

EXPERIENCE

Working Experience

A minimum of 2 years working experience in teaching Chinese

EXPERTISE

- Knowledge of Chinese teaching

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and developments
- Be able to develop curriculum
- Open, proactive, patient and caring
- Proficiency in Microsoft Office
- International and bilingual school working experience is preferred
- Cross-cultural working experience is preferred

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.