



WELLINGTON COLLEGE
INTERNATIONAL
HANGZHOU



Inclusion Lead (Year I-Year II)

Job description

Wellington College International Hangzhou





ABOUT US

Wellington College International Hangzhou is the 13th member of Wellington College family worldwide and the international school of first choice in Hangzhou. We offer a uniquely British style international education delivering academic excellence for children of expatriate families from the ages of 5 to 18. We follow a world class curriculum based on the English National Curriculum which naturally leads into IGCSE and A Level qualifications in the Senior School. Our students will go on to attend the best Universities in the UK, the US and beyond to continue their studies. As with all Wellington College schools, the Wellington Values and Identities form the core of a well-being focussed education, delivered by our team of highly trained, expert and enthusiastic teachers.

The Wellington College Hangzhou 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.

BASIC INFORMATION

JOB TITLE

Inclusion Lead (Year I-Year I I)

DEPARTMENT

Academic

SUPERVISOR

Head of Pastoral / Head of Primary / Head of Senior

OBJECTIVES

Wellington College International Hangzhou is seeking an experienced teacher to act as Inclusion Lead and help continue to grow our Inclusion Department. The appointed individual will provide high quality support to pupils in Year I to Year I I, based on the Wellington College philosophy and ethos, especially those with special educational needs. The appointed teacher will support pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The appointed teacher must demonstrate an understanding of the wider curriculum and administration needs of the school, be an outstanding communicator with high levels of EQ, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

MAIN PURPOSE

The teacher will:

- support students, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs, including access arrangements;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- manage, monitor and direct staff as appropriate.

KEY RESPONSIBILITIES:

The College is looking for a candidate who would relish the challenge of continuing the support the growth of this young department in a new school.

The appointed teacher will have the responsibility for the planning and supporting of the designated students. The teacher will also be required to carry out other such duties as the Head of Pastoral 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 students, and that the students develop a positive attitude to the College. The appointed teacher is responsible for the day-to-day operation of the Inclusion Department and the coordination of the provisions made for students with special educational needs, working closely together with staff, parents and external specialists.

Home-School communication

- Make parents feel welcome and build good relationship with parents.
- Introduce information regarding to EAL and English 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.
- Communicate with parents on a regular basis.
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in English learning.
- Report to the parents in the form of regular written reports, when required.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary.
- 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 Heads of School.
- 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 Heads of School. 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 ESL 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 other colleagues.
- Support the College Development Plan generally and in so far as it relates to SEN education.
- Attend staff meetings and briefings as and when required by the Head of Pastoral.

JOB QUALIFICATIONS:

BASIC QUALIFICATION

Education: Minimum of an undergraduate degree plus a recognised teaching qualification e.g. PGCE

Desirable: Evidence of additional training in Inclusion and commitment to further professional development.

Subject: Initial qualification in any subject. Subsequent qualifications focusing on Inclusion.

Language: Fluent English.

WORK EXPERIENCE


A minimum of 2 years work experience in Inclusion in high performing schools.

EXPERTISE

- Display excellence in leading Inclusion support.
- Desirable: previous experience of middle leadership.
- Prior experience of working with ESL learners preferred.

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and development.
- Be able to develop the curriculum using best practice from research.
- Display the five Wellington Values.
- Proficiency with EdTech.
- Previous 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@wellington-college.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.