



HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: SEN Teacher

ABOUT US

Wellington College China is excited to welcome another member into its family — Huili School Nantong. Aligned with Wellington College in England's five core values of Courage, Integrity, Kindness, Respect and Responsibility, Huili School Nantong adheres strictly to Huili's vision to cultivate talent through Virtue, Kindness and Integrity. The school is committed to providing a world-class bilingual education to Chinese pupils aged 3 to 18, instilling in them with the five characteristics of the Huili Identity: Inspired, Intellectual, Independent, Individual and Inclusive. Huili School Nantong will encourage its pupils to become outstanding Chinese nationals with a well-rounded, global perspective.

Offering a complete 15-year education system, Huili School Nantong has a total planned area of 80,000m² and will start admitting pupils in September 2022. Having an enrolment capacity of over 2000, the school also offers boarding options for approximately 900 pupils, starting from Primary School age. Huili School Nantong adopts the same Victorian architectural style as Wellington College in England with teaching areas, boarding accommodation, school halls, a library, an indoor sports hall, a swimming pool and outdoor football and rugby pitches. All facilities are designed to resemble its premium British counterpart.

Thanks to the network of talent Wellington College China has developed over the past 10 years, Huili School Nantong will have the organisation's full support in assembling an outstanding academic team and a top-quality learning environment.

This job description is a fluid document, and the list of responsibilities should not be seen as absolute. As this is a new and growing school, the job is likely to evolve. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate.

BASIC INFORMATION:

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| JOB TITLE | SEN Teacher |
| DEPARTMENT | Academic |
| SUPERVISOR | Head of Pastoral |
| OBJECTIVES | |

Huili School Nantong is seeking an experienced SEN Teacher. The SEN Teacher provides high quality education to the pupils based on the Wellington College philosophy and ethos, especially those with special education needs. The SEN Teacher must support pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The SEN teacher 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.

KEY RESPONSIBILITIES:

The College is looking for a candidate who would relish the challenge of establishing the department in a new school.

The SEN 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 with SEN, and that the students develop a positive attitude to the College. The SEN teachers are responsible for the day-to-day operation of the SEN Department in their area 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 School curriculum for pupils with SEN.
- 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, as directed by the Head of Pastoral.
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals with SEN.

- Report to the parents in the form of regular written reports, and when additionally required by the Head of Pastoral.

Professional Integrity

- Be present in school from 07:45 each morning
- Be positive and build a good relationship with colleagues
- Complete tasks on time
- Provide cover for absent colleagues as and when deemed necessary by your Head of Department
- Play a full role in the weekly co-curricular activities (CCA) programme, which will take place outside of the prescribed teaching hours.
- Make a significant contribution to school assemblies and newsletters, highlighting the work being done by your students
- Promote an ethos of equity and equal opportunities for all pupils
- Protect the privacy of pupils, their families and your colleagues
- Maintain high standards of conduct both within and outside of the classroom. Always act in a way that conforms to the school ethos and values and is in the best interests of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Emphasise the importance of safety and of safe methods of working methods in the classroom, and in all areas of the school and the curriculum
- Communicate to the pupils that they must take a responsible attitude toward equipment and materials they have been provided, and that they will be punished and possibly charged for damage inflicted upon school property
- Carry out duties as required. This will include playtime supervision, lunchtime supervision and after-school supervision
- Contribute as fully as possible to the annual calendar of School events, in whatever way possible
- All teachers will be a member of a house and are expected to attend and support house events and meetings

Professional Development

- Be familiar with the recent development of teaching theory and practice, especially when it relates to SEN education.
- 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

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| BASIC QUALIFICATION | Bachelor degree, teaching certificate Major in SEN or related education majors |
| EXPERIENCE | A minimum of 2 years of SEN experience |
| EXPERTISE | In-depth knowledge of your SEN specialism |
| PREFERRED APTITUDES | Ability to assess pupils' interests, needs and developments Ability to administer and develop a curriculum Embody the Huili Values Technical literacy with proficiency in Microsoft Office Cross-cultural work experience is preferred |

To apply for this position, please complete the [online application form](#) (in English). You will also be asked to attach your **CV** and cover letter, so we recommend having those ready in **Word or PDF** format. Please note that any application with missing materials will not be considered.

Huili School Nantong is totally committed to safeguarding the welfare of children 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.