



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



南通惠立学校  
HUILI SCHOOL NANTONG

## 南通惠立学校岗位职责说明

### 职位：语文教师

#### 关于我们

南通惠立学校是惠灵顿（中国）教育集团旗下新落地的一所民办双语学校。围绕和英国惠灵顿公学一脉相承的勇气、正直、善良、尊重和责任五大核心价值观，南通惠立学校致力于为 3 至 18 岁的中国学子提供世界一流的双语教育，使他们成为拥有惠立五大特质（积极、慎思、独立、个性和包容），兼具中华民族优秀品质和国际视野的世界公民。

南通惠立学校按照十五年一贯制规模建设，总占地面积达 80000 平方米，将于 2022 年 9 月正式开学。学校设计学生容量达 2000 人，学生从小学起就有机会选择寄宿，寄宿规模约 800 人。南通惠立学校保持了与英国惠灵顿公学一致的维多利亚建筑风格。学校具有世界一流的设施设备，包括教学楼、宿舍楼、礼堂、图书馆、室内运动馆、游泳馆以及室外标准足球场和橄榄球场。

惠灵顿（中国）集团的人才储备已长达十年，集团旗下其他学校会全力支持南通惠立的教学和非教学团队，保障南通新校也能提供与其他学校相同的卓越教学服务体验。

这份岗位职责说明是一份会不断更新的文件，其中所罗列的工作职责也并不代表全部工作内容。南通惠立学校是一所新筹建的初创学校，还在发展和进步当中，因此这一岗位职责可能会发生变化。任职者可能会被要求接受在合理范围内的适度额外任务。

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

江苏省南通市苏锡通科技产业园区海德路 66 号，邮编 226017

66 Haide Road, Su Xi Tong Science and Technology Industrial Park 226017, Nantong, Jiangsu, China

+86 513 8919 0666 | nantong.huilieducation.cn



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



南通惠立学校  
HUILI SCHOOL NANTONG

## 基本信息：

职位名称	语文教师
所属部门	教学
上级主管	学科教研组组长（若有）、学部校长、中方校长
岗位目标	

成功的候选人会在南通惠立学校各学科的教学发展中发挥关键作用。我们希望寻找愿意接受在一所新学校从无到有搭建一门学科这一挑战的候选人。

教师将根据学校的课程大纲及学年教学计划，为所教授的班级制定每日教学计划，中外方学科教师应当有效合作，全面覆盖所有教学内容、保持稳健的教学进度并确保课程的连续性。教师还需要履行学部校长或副校长临时指派的其他任务。他/她应当在教学工作、团队协作以及家校沟通中表现出最高标准的专业精神。

教师必须为学生提供一个良好的学习环境，并培养学生学习该学科的积极态度。教师必须根据学生的能力和特定年级组的课程目标，有组织 and 规划地进行授课。

## 主要工作职责：

### 教与学

- 为学校所有学生的全面发展做出贡献，特别是自己所负责班级的每位学生
- 在授课过程中进行有效的班级管理，包括课堂纪律、学生着装和身心安全，确保学生理解并遵守学校规章制度
- 根据部门的工作计划进行教学
- 按时并以高标准完成教学计划
- 确保课程准备充分，教学资源有效且适合学生的能力水平
- 参加备课及部门会议
- 按照上级主管的要求，通过形成性评价和期中/期末测评，定期评估学生学习情况
- 和部门主管就学习进展或行为令人担忧的学生进行及时沟通
- 持续记录和评估自己的教学效果，保持高水平的授课质量，并不断提升

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

江苏省南通市苏锡通科技产业园区海德路66号，邮编 226017

66 Haide Road, Su Xi Tong Science and Technology Industrial Park 226017, Nantong, Jiangsu, China

+86 513 8919 0666 | nantong.huilieducation.cn

- 充分参与员工考核，愿意参与对他人授课表现的评估，也愿意接受他人对自己进行课堂观察。按要求提交授课资料、备课记录等，以便考察者或部门主管查看
- 为部门发展做出贡献，包括配合落实学校相关政策要求，并在恰当的时候提供相应资源
- 保持对文化差异的高度敏感
- 开发和分享教学资源
- 协助部门主管准备校内考试和工作计划
- 遵循学校的特殊教育政策
- 根据需要与家长保持良好沟通，形式可以是书面交流、电话沟通或是面对面的会议
- 按要求参加各类职业发展培训（最好偶尔能自愿组织职业发展培训）
- 总体上支持学校在与你学科有关范围内的各项发展计划
- 出席并积极参与员工职业发展培训
- 在需要时参加员工会议和简会
- 掌握最新的学校政策文件和处理流程，如火灾疏散
- 根据需要代课
- 按要求履行监考职责

## 家校沟通

- 让家长感到受欢迎并与他们建立良好的关系
- 协助家长熟悉课程
- 从家长处了解收集关于学生的兴趣、能力和成长的信息
- 通过发挥家庭教育的优势，激发学生的学习热情
- 解答家长的疑惑并提供支持
- 与合作教学教师分享家长提供的学生信息
- 按要求参加家长会，并向家长就孩子的学习情况提供准确、真实的信息
- 定期以书面报告的形式告知家长学生学习情况，并在必要时按照部门主管要求额外提供报告，

## 辅导

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

- 我们希望大部分教师都可以担任学生辅导员。作为学生在校期间的“家长”，你会是他们的代言人以及家长在学校的第一联系人
- 确保学生每日出勤数据记录准确
- 及时告知家长未提前在校历中公布的各类学校活动
- 协助导师，为学生的日常学校生活提供支持
- 在必要时，为自己班级学生和其他教学、幸福关怀、医务室或特殊教育支持部门进行沟通协调
- 根据需要进行每周的学生辅导课
- 根据需要教授学校的思想品德课程
- 根据需要参加与学生幸福关怀有关的会议
- 按照学校要求撰写学生学业报告
- 根据需要为学生提供推荐信
- 跟踪学生学术成绩并不断提升标准
- 严格遵守学生权益保护政策，并密切关注学生身心健康
- 帮助学生保持认真学习和适度娱乐之间的平衡，在有必要的情况下，请家长介入
- 积极参与学校戏剧、运动会、音乐会以及主题活动等

### 职业素养和额外职责

- 每天早上7点45分在班级内或指定地点迎接学生
- 保持积极的工作状态，和同事建立和谐的工作关系
- 按时完成各项任务
- 听从部门主管的安排，在必要时为缺勤的同事代课
- 充分参与每周的辅助课程教学活动，这些活动将在规定的教学时间之外进行
- 记录学生日常在校的亮点表现，并将其突出呈现在学生晨会和家校沟通信函中
- 倡导为所有学生提供公平竞争机会的理念
- 保护他人隐私，包括学生本人、学生的家庭和学校同事
- 在课堂内外保持高标准的行为准则；所有行为均应遵从学校教学理念和价值观，并保障学生最大利益
- 和学生强调安全的重要性，不仅仅只是在课堂上，还应体现在学校日常生活的方方面面

思既往 明开来 A PROUD TRADITION. EDUCATING FOR THE FUTURE.



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



南通惠立学校  
HUILI SCHOOL NANTONG

- 培养学生使用学校设施设备时的责任心，让他们明白可能会因破坏学校财产而被起诉
- 按照值勤表履行值班职责，时间段可能包括课间休息、午餐以及放学后
- 尽自己最大的努力积极参与学校各类年度活动
- 所有教师都会被分配到某一特定学院，应当积极参加和支持学院活动和会议

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

## 任职要求

教育背景	学士学位，具有教师资格证 语文或相关教育专业
语言要求	中文为母语，英语流利
教学经验	至少有两年的教学经验
专业技能	对所教授的学科有深入的了解
优选能力	<ul style="list-style-type: none"><li>有能力评估学生的兴趣爱好、学习需求和发展情况</li><li>有管理和开发课程的能力</li><li>体现惠立价值观</li><li>熟练掌握微软办公软件</li><li>有跨文化工作经验者优先</li></ul>

若考虑申请这一岗位，请用英文填写在线申请表格。填写过程中，系统会要求你上传简历和求职信。因此建议你可以提前准备好 Word 或者 PDF 格式的文件材料。请注意，我们不考虑任何材料不齐全的申请。

南通惠立学校致力于保护儿童的安全和福利，并对其员工有同样的要求和期望。所有新员工入职前都需要接受严格的背景审查，包括身份信息核查、犯罪记录查验、任职资格审查以及过往工作背景调查。员工简历中若有工作空白期，需提供相应的合理解释。

## HUILI SCHOOL NANTONG JOB DESCRIPTION

### POSITION: Chinese 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 80,000m<sup>2</sup> and will start admitting pupils in September 2022. Having an enrolment capacity of over 2000, the school also offers boarding options for approximately 800 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.

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

## BASIC INFORMATION:

<b>JOB TITLE</b>	Chinese Teacher
<b>DEPARTMENT</b>	Academic
<b>SUPERVISOR</b>	Head of Subject (if applicable), Head of School, Principal
<b>OBJECTIVES</b>	

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

The 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 annual teaching plan. 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 School Head or the Deputy Head 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, 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 particular year group.

## KEY RESPONSIBILITIES:

### Teaching and Learning

- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**



individual care

- Undertake class management including discipline, standards of dress, safeguarding and ensuring that students understand and follow the school rules
- Teach according to departmental schemes of work
- Complete teaching plans on time and to a high standard
- Ensure that lessons are well prepared, efficiently resourced, and appropriate to the ability level of the pupils
- Participate in planning and departmental meetings
- Regularly assess the students' work through formative and formal termly / half-termly assessments as directed by your line manager.
- Communicate with your Head of Department regarding any student whose progress or behaviour gives cause for concern
- Constantly monitor and evaluate the effectiveness of your teaching, maintaining good standards of practice and ensuring progression
- 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 Department.
- Be involved in developing your department including the implementation and monitoring of relevant school policies and the resourcing of the department as appropriate
- Remain mindful of cultural sensitivities
- Develop and share teaching resources
- Assist the Head of Department in areas such as preparing internal exams and schemes of work
- Follow the school's SEN policy
- Communicate with parents as required, whether in writing, telephone calls or meetings
- Attend Continued Professional Development (CPD) training as required (and, ideally, volunteer to lead CPD sessions occasionally)
- Support the School's Development Plan generally and in so far as it relates to your subject
- Attend and participate fully in Staff Development programmes
- Attend staff meetings and briefings as and when required

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

- Keep up-to-date with school policy documents and procedures, such as fire evacuation
- Cover lessons as required
- Invigilate exams as required

### Home-School communication

- Make parents feel welcome and build a good relationship with them
- Familiarise the parents with the curriculum
- Collect information on pupils' interests, aptitudes 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
- Attend Parents' Meetings as required and provide accurate, honest information regarding their child's progress
- Report to the parents in the form of regular written reports, and also when additionally required by your Head of Department

### Tutoring

- Most staff are expected to be a tutor. This will involve being the child's 'parent away from home'. You will be their advocate and their parents' first line of communication at the school.
- Make sure the register is taken accurately each day
- Inform parents of any upcoming events related to their child that are not in the school calendar
- Help mentor, guide and support the children through their daily school life
- Liaise with the academic, pastoral, medical and special needs teams on behalf of the children in your tutor group
- Conduct weekly tutorial sessions as required
- Deliver the school's moral education programme as required
- Attend pastoral meetings as required

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

- Write reports on pupils as required (for Interims and Full Reports)
- Assist with writing pupil references
- Track academic performance and raise standards
- Be mindful of the school's Safeguarding Policy and remain vigilant of the children's welfare
- Help pupils achieve a satisfactory work / recreation balance and, if necessary, involve parents
- Attend events such as plays, sporting events, concerts and social events for their year group.

### **Professional Integrity and wider responsibilities**

- Be ready to welcome pupils at 07:45 each morning in class or other designated assembly point
- 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

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



南通惠立学校  
HUILI SCHOOL NANTONG

- 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

---

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

---

江苏省南通市苏锡通科技产业园区海德路 66 号，邮编 226017  
66 Haide Road, Su Xi Tong Science and Technology Industrial Park 226017, Nantong, Jiangsu, China  
+86 513 8919 0666 | [nantong.huilieducation.cn](http://nantong.huilieducation.cn)

## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	Bachelor of Education or a subject degree plus PGCE Qualified Teacher Status (QTS) or equivalent
<b>LANGUAGE</b>	Native Chinese speaker, fluent in oral and written English
<b>EXPERIENCE</b>	A minimum of 2 years teaching experience
<b>EXPERTISE</b>	In-depth knowledge of your teaching specialism
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"><li>• Ability to assess pupils' interests, needs and developments</li><li>• Ability to administer and develop a curriculum</li><li>• Embody the Huili Values</li><li>• Technical literacy with proficiency in Microsoft Office</li><li>• Cross-cultural work experience is preferred</li></ul>

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.*

思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**