



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：心理教师

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.**

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基本信息:

职位名称	心理教师
所属部门	幸福关怀
上级主管	幸福关怀主任
岗位目标	

主要工作职责:

- 当学生具有明显特殊教育需要倾向时，心理教师会和特殊教育教师合作
- 为学生及其家庭和学校教职工提供心理咨询
- 为学生及其家庭和学校教职工提供课堂内外的建议和策略
- 社交技能培训
- 协助制定个性化的学习辅导方案（IEPs）
- 查看所有新生资料以了解其是否存在特殊教育需要
- 为有特殊教育需要的学生提供课堂上和/或退学支持
- 为学校教职工提供课堂上或者特殊课程设计的支持
- 在适当情况下，协助进行相关评估
- 为有特殊教育需要的学生提供考试协助
- 为学校全体教职工制定开发特殊教育专业技能发展培训项目
- 对可能存在特殊教育需要的学生进行非正式的评估
- 代表教师和家长沟通学生的学习情况
- 为学生提供学习建议和可用的学习资源
- 在必要时进行课堂观察，以确定和判断学生是否有特殊教育需要
- 协助家长更好地了解他们孩子的经历、成长情况，并帮助他们解决问题
- 主动和家长联系，了解更多学生的相关信息以及家长的期望
- 组织家长培训，为家长提供实用的育儿知识、建议和支持
- 做好纸质和电子记录，在需要时能够提供相关信息和/或文件
- 参加研讨会、会议、社区活动等，了解或/和介绍信息
- 在家长和外籍教师进行沟通时提供口译支持

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- 维护心理咨询室内的所有设备
- 管理部门办公室，特别是确保办公室整洁，为来访者提供良好的环境；负责所有相关文书工作的整理和归档；
- 根据政府及学校要求，提供相关心理健康课程，落实必要的讲座和演讲
- 制定心理咨询室的相关政策和规定
- 按照学术领导和校长的要求参加会议
- 其他由幸福关怀主任分配的任务

任职要求

教育背景	学士学位，具有教师资格证 心理咨询、特殊教育或相关专业
语言要求	中文为母语，能够熟练使用英文，最低英语六级，熟悉心理学专业词汇，能够准确表达
教学经验	至少有两年的学校工作经验
专业技能	<ul style="list-style-type: none">• 优秀的中文和英文沟通能力• 曾在学校里支持协助过有特殊心理教育需要或行为障碍的学生• 真正热爱心理教育，并愿意为之付出• 优秀的沟通和人际交往能力，积极、充满活力和热情；具有团队合作精神• 熟悉办公软件
优选能力	<ul style="list-style-type: none">• 有国际和双语学校工作经验者优先• 有跨文化工作经验者优先• 在实践中时刻体现惠立五个核心价值观（勇气、正直、善良、尊重和责任）• 对教育行业有强烈的热忱• 热情、乐于助人的性格• 有上进心，不断追求自我突破和进步

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。

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HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: Counsellor

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 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.

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BASIC INFORMATION:

JOB TITLE	Counsellor
DEPARTMENT	Pastoral
SUPERVISOR	Head of Pastoral
OBJECTIVES	

KEY RESPONSIBILITIES:

- The school counsellor will work with the LSD when there is significant overlap of students.
- Emotional counselling support for students, their families and staff.
- Advice and strategies for use by students, their families and staff in and out of the classroom.
- Social skills training.
- Assist with the creation of Individual Education Plans (IEPs).
- Review new student records for SEN concerns.
- Provide in-class and/or withdrawal support for referred SEN student(s).
- Provide in-class or curriculum development support for staff.
- Assist with modification of assessments where appropriate.
- Provide examination assistance for referred SEN students where needed.
- Develop whole staff SEN professional development programmes.
- Administer informal assessments for identifying learning needs.
- Liaise with parents on behalf of teachers about academic progress.
- Provide learning strategies and available learning resources for students.
- Perform classroom observation when required to identify and observe SEN students.
- Assist parents better understand their child's experience, development, and resolve any concerns.
- Initiate contacts with individual parents to understand more about the development of the students and the expectations of parents.
- Explore and organize parenting program to provide assistance and practical parenting information, advice and support for parents.

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- Maintain a variety of manual and electronic files and/or records for the purpose of providing required information and /or documentation.
- Participate in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Interpret for parent/teacher conferences.
- Maintenance of all equipment within the counselling room.
- Managing the department office, in particular making sure that the office is tidy and well presented for visitors. Responsible for ensuring that all relevant paperwork is organized and filed.
- In charge of psychological health curriculum requested by the government and delivering necessary lectures and speeches.
- Establishing relevant policies and regulations of the consultation room.
- Attending meetings as requested by academic leaders and principals.
- Other assigned work as requested by the director of learning support

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JOB QUALIFICATIONS

BASIC QUALIFICATION	Bachelor's degree or above Counselling, Special Education or related education field
LANGUAGE	Native Chinese speaker and fluent in English; minimum CET-6, familiar with terminology of the major and able to accurately express meanings
EXPERIENCE	A minimum of 2 years working experience in school setting
EXPERTISE	<ul style="list-style-type: none">outstanding communication in English and Chinese.working with individuals with special needs or behavioural challenges in a school setting.genuine passion and demonstrated commitment in special educational needs.excellent communication and interpersonal skills with a positive, energetic and enthusiastic outlook and commitment in teamwork.familiar with Office software.
JOB REQUIREMENTS	<ul style="list-style-type: none">international and bilingual school working experience is preferredcross-cultural working experience is preferred.demonstrating practice that represents the five core values of Huili at all times (courage, integrity, kindness, respect and responsibility).strong passion for the education industry.warm, helpful personality.strong mind-set for continuous improvement to meet or exceed expectations.

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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 would suggest you have those ready in advance 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 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.

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