



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：幼儿园中方班级教师

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

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基本信息：

职位名称	幼儿园中方班级教师
所属部门	教学
上级主管	幼儿园园长、副园长
岗位目标	

我们正在寻找专业具有相应教学资质的幼儿园小班、中班和大班教师。优先考虑有国际化幼儿园工作经历或曾在多语言工作环境工作过的候选人。惠立幼儿园的大部分学生均为中国籍，我们的班级教师会帮助他们学习中文及英文两种语言，培养坚强、独立的品格，为以后升入小学打好坚实基础。幼儿园每个班都配有一名外方和一名中方班级教师，他们会和助教以及保育员一起合作，支持幼儿的日常生活和学习。

主要工作职责：

- 共同致力于成功实现南通惠立幼儿园的愿景、使命和目标，努力创造一种卓越的文化
- 始终如一地为幼儿提供最高标准的照顾和儿童权益保护，并在适当的时候报告相关问题
- 热衷于推广幼儿在游戏中学习的教学理念
- 认同成年人应坚持持续学习和发展的理念；这种理念与学生学习、学校发展目标和学校愿景直接相关
- 对学生的成绩、自己个人以及团队设立高目标和高标准
- 倡导为所有学生提供公平竞争机会的理念
- 提供丰富的学习机会和不同的学习体验，以满足不同学生的兴趣，确保所有学生都能有所进步，他们的潜力也能得到充分发挥
- 为不同年龄、阶段以及个性的学生提供适合的学习机会，积极促进其英文和中文的语言能力发展
- 通过衡量学生的健康状况和课堂参与度，关注所有学生的全面发展，特别是你自己班级的学生，在必要时实施干预措施
- 通过各种方式庆祝学校学生所取得的成就
- 根据每个学习阶段的关键发展指标，衡量学生的成长情况
- 审核评估结果以确保数据有效性的最大化，同时制定学习示范模版

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- 通过学习日志、OneNote、iSAMs 以及其他评估或记录机制，记录学生的学习过程、各项进步和成绩
- 使用多种数据来源以分析和监测学生学习情况，以确保学习潜力得到最大限度的发挥
- 强调惠立五大价值观善良、勇气、正直、尊重和责任，培养具有积极、慎思、独立、个性和包容五大惠立特质的学生
- 为惠立社群提供机会，让他们能够参与到学生和幼儿园的发展中
- 通过创造一种卓越的文化，为幼儿园的学术发展计划和进步做出贡献

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任职要求

教育背景	学士学位，具有教师资格证 早期教育或相关教育专业
语言能力	能熟练使用英语进行教学
教学经验	至少有两年的幼儿园教学经验
专业技能	<ul style="list-style-type: none">• 始终真实地展现个人特质和专业素养• 在工作态度和教学实践中，能够以解决问题为目标，而不是只关注问题本身• 能够坚守自己的教学理念• 有责任心，对幼儿的发展、进步和成就负责• 能够充分了解关键发展指标，为所有幼儿提供学习机会• 能够正视幼儿的兴趣和学习需要，使潜在学习能力得到最大限度的发挥• 能够制定有效的教学计划并落实有组织的班级管理，比如将教案上传至 SharePoint、按要求记录出勤情况、准确及时地跟踪和提交幼儿的进步和成绩数据、创造能够最大化学习条件的学习环境、以及合理设置成人互动活动，这同样能够优化学习条件• 能够通过刺激性的学习环境和使用有效的成人互动，激励幼儿发挥他们的能力和潜力• 能够设定高期望值，设计能够满足所有幼儿需要并激发他们学习积极性的学习机会• 能够为实施特定的教学方法选择恰当的教材，并根据所有幼儿的学习需要调整材料和方法• 能够有效地利用各类教学资源来支持课堂和室内外的学习• 能够促进有效学习，明确学习期望，通过有技巧地提问，在集体或小组讨论以及和幼儿的单独沟通中，营造一种相互尊重、独立思考和勇敢表达的氛围• 能够在幼儿的学习过程中，与家长合作，建立信任和信心• 能够参与制订各类政策并倡导“追求卓越”的文化• 能够有效地运用各类技术，将其用于教学、记录以及其他行政和沟通工作• 能够和团队协同工作，分担工作职责• 在需要时担任其他同事的教练和导师

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- 恪守专业、道德原则和惯例
- 不断改善学习空间、学习机会、教学技巧和合作关系
- 支持南通惠立幼儿园的市场推广工作
- 展现对幼儿园有益的个人素质
- 以身为教师和南通惠立幼儿园的一员为荣，充分参与幼儿园的文化活动
- 需要时参加所有部门或委员会会议
- 积极参与职业发展培训，致力于打造一个拥有最佳学习体验的专业学习社群
- 熟悉并支持管理团队有效执行幼儿园的健康和安全政策
- 遵守《员工手册》中概述的所有程序和政策

优选能力

- 优秀的沟通和人际交往能力，能证明有能力与不同类型的人和跨文化环境中有效沟通
- 熟练掌握国际上最佳的幼儿教育实践教学方法
- 对教育有强烈的热情，乐于和年轻人一起工作
- 有能力处理量化指标、数字和趋势，并根据数据分析制订相应的行动建议
- 正直、有责任心和诚实
- 有上进心，追求不断地自我突破和进步
- 关注工作质量和细节
- 在信息技术、预算编制、人力发展和信息系统等方面的能力
- 有在双语学校工作经验者优先

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。

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HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: Local Early Years Class 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 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	Local Early Years Class Teacher
DEPARTMENT	Academic
SUPERVISOR	Head of Early Years, Deputy Head of Early Years
OBJECTIVES	

We are looking for specialist, qualified teachers of nursery, reception and year one pupils. Experience in international settings is welcome, and so is experience in multi-lingual environments, and in the UK state or private sectors. Most of our pupils are Chinese and we help them on their journey to developing fluency in English and Chinese as they progress to primary school. Every class has English-speaking and Chinese-speaking teaching partners who are supported by teaching assistants and early years assistants.

KEY RESPONSIBILITIES:

- Share a commitment to the successful implementation of the vision, mission and goals of Huili School Nantong as we strive to create a culture of excellence.
- Maintain the highest standards of care, child protection and safeguarding always, reporting concerns as appropriate.
- Be a passionate advocate of Early Years pupils learning through play.
- Support a philosophy that values continuous learning and development for adults which is linked directly into pupil learning, school development goals and the school's vision.
- Set high expectations and standards for the achievement of pupils, your personal and your team's performance.
- Promote an ethos of equality and equal opportunities for all pupils within the school.
- Provide abundant learning opportunities and educational experiences that follow the pupil's interests, ensuring that all pupils progress, reaching their full potential.

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- Actively promote English and Chinese language development through a range of age-appropriate, stage-appropriate and personalised learning opportunities.
- Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care through measuring wellbeing and involvement and implementing interventions where necessary.
- Celebrate the achievements of all pupils within the school through a variety of methods.
- Map development and pupil progress against key development indicators for each stage of learning.
- Moderate judgements to maximise validity, producing exemplification of learning.
- Record and evidence learning, progress and attainment through learning journals, One Note, iSAMS and other assessment and recording mechanisms.
- Use multiple sources of data to analyse and monitor progress to ensure that potential for learning is maximised.
- Model and promote the Huili values of kindness, courage, integrity, respect and responsibility in the aim of enabling the Huili identity, which is to be inspired, intellectual, independent, individual and inclusive.
- Provide opportunities for the community to be involved in the success of the pupils and the nursery.
- Contribute to the academic development plan and evolution of the nursery through creating a culture of excellence.

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JOB QUALIFICATIONS

BASIC QUALIFICATION	Bachelor of Education, teaching certificate Early Years Education or related education majors
LANGUAGE	Native Chinese speaker and fluent in English
EXPERIENCE	A minimum of 2 years working experience in teaching Early Years <ul style="list-style-type: none">• Demonstrate personal and professional authenticity always• Be solution-driven, as opposed to problem-focussed in attitude and practice• Imbue determined practice always• Accept responsibility, and be accountable for the development, progress and achievement of pupils• Have a thorough understanding of the key development indicators used a framework for developing learning opportunities to all pupils• Follow pupil's interests and needs so that the potential opportunities for learning are maximised• Demonstrate effective planning and organisation for learning by: for example, uploading plans to SharePoint; recording attendance as required; tracking and submitting pupil progress and attainment data accurately and in a timely manner; create a learning environment that maximises the conditions for learning, deploying adults appropriately to ensure that all adult interactions also maximise the conditions for learning• Motivate pupils to stretch their level of ability and potential through engagement with a stimulating learning environment and the use of effective adult interactions• Set high expectations; and design learning opportunities and instructional experiences that meet the needs and stimulate active learning by all pupils
EXPERTISE	

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-
- Select appropriate materials for implementation of the specific pedagogical approach used and adapt materials and methods to the learning needs of all pupils
 - Use resources effectively to support learning in the classroom and the indoor and outdoor learning spaces throughout the nursery
 - Promote the characteristics of effective learning, the art of questioning, clarity of learning expectations, communication in large and small groups and with individual pupils in an atmosphere of mutual respect, independent thought and expression
 - Work cooperatively with parents and generate trust and confidence in the learning experience of pupils
 - Participate in the development of policies and promote a culture of excellence
 - Use technology effectively for learning, record keeping, other administrative tasks, and communications
 - Share responsibility for professional and collaborative team relations
 - Serve, when asked, as a coach and mentor for other staff members
 - Adhere to professional, ethical principles and practice
 - Continually strive to improve the learning spaces, learning opportunities, teaching / facilitating techniques, and collaborative relationships
 - Share responsibility for marketing Huili Nursery Nantong in the community
 - Display personal qualities that reflect favourably upon the nursery
 - Display pride in being a teacher and a member of the Huili
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Nursery Nantong team by displaying full participation in the nursery's culture

- Attend all team meetings and committees as necessary
- Identify and participate in professional development opportunities and contribute to a professional learning community dedicated to ensuring the highest quality learning experience
- Be familiar with and support the management team in the effective implementation of the setting's Health and Safety policy
- Adhere to all procedures and policies as outlined in the Staff Handbook
- Promote an understanding of the culture and heritage of China and display professional conduct in line with the culture and religious expectations of the country

PREFERRED APTITUDES

- Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment
- Strong grasp of international best practices in education
- Strong passion for education and pleasure in working with young people
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on analysis of data
- Personal integrity, accountability and authenticity
- Strong mindset for continuous improvement to meet or exceed expectations
- Commitment to quality and attention to detail
- Demonstrate competence in areas such as IT, budgeting, personnel development and information systems
- Experience of working in bilingual schools would also be an advantage

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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 recommend having those ready in Word or PDF format. Please note that any application with missing materials will not be considered.

Huilu 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.

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