



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：助教

#### 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	助教
所属部门	教学
上级主管	学科教研组组长
岗位目标	

## 主要工作职责:

- 积极参与教学活动; 在课堂上提供支持; 协助学科教师准备教案和教学材料; 与学生建立良好的关系
- 与教师合作, 共同管理部门办公室, 特别是确保办公室整洁, 为来访者提供良好的环境
- 负责确保所有相关文件的整理和存档
- 协助学科教研组组长落实部门采购需求
- 协助学科教研组组长, 协调组织学科活动
- 代表学科教研组组长和家长进行初步沟通
- 管理学科相关的各类教学用品库存
- 在开始上课前准备和布置教室
- 在需要时翻译有关学科活动的文章, 在需要时协助外籍教师与家长的沟通
- 始终保持教室的清洁和整齐
- 协助准备学生出游相关事宜
- 维护教室内的所有设备
- 在教师缺席时履行代课职责
- 参与并协助与学科相关的活动
- 协助教师准备学生演出
- 其他由学科教研组组长分配的任务

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## 任职要求

教育背景	学士学位，具有教师资格证
语言要求	中文为母语，英语流利
教学经验	至少有两年的相关经验
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>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。

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## HUILI SCHOOL NANTONG JOB DESCRIPTION

### POSITION: Teaching Assistant

#### 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.

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## BASIC INFORMATION:

<b>JOB TITLE</b>	Teaching Assistant
<b>DEPARTMENT</b>	Academic
<b>SUPERVISOR</b>	Head of Subject
<b>OBJECTIVES</b>	

## KEY RESPONSIBILITIES:

- Actively participating in teaching activities; providing support in class; assisting the subject teachers in preparing lesson plans and teaching materials; building a good relationship with the students.
- 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 organised and filed.
- Assisting the Head of Subject in procurement.
- Assisting in events management for all department events, in consultation with the Head of Subject.
- Managing non-essential parental communication on behalf of the Head of Subject.
- Organising stock and materials.
- Preparing and setting up classroom before commencement of class.
- Translating articles for subject events or activities as required.
- Keeping classrooms clean and tidy at all times.
- Assisting in preparing school trips.
- Maintenance of all equipment within the classrooms.
- Taking over class when teachers are absent.
- Participating and assisting in subject related events.
- Assisting teachers in instruction of pupil performance.
- Other assigned work as requested by the Head of Subject.

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## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	Bachelor of Education, teaching certificate
<b>LANGUAGE</b>	Native Chinese speaker and fluent in English
<b>EXPERIENCE</b>	A minimum of 2 year of similar experience
<b>EXPERTISE</b>	In-depth knowledge of your teaching specialism
<b>PREFERRED APTITUDES</b>	Ability to assess pupils' interests, needs and developments 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.*

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