

HUILI SCHOOL NANTONG JOB DESCRIPTION

POSITION: 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 | Teacher |
| DEPARTMENT | Academic |
| SUPERVISOR | Head of Primary |
| OBJECTIVES | |

Teachers at Huili School Nantong educate pupils according to the Huili philosophy and ethos. They support every pupil's growth and development, encouraging them to be Inspired, Intellectual, Independent, Individual and Inclusive. Teachers must demonstrate an understanding of the wider curriculum and administrative needs of the school, achieve high academic standards and be responsive to the needs of the pupils in their care. Most teachers will also be tutors. In some case, alternative responsibilities will take the place of tutoring. Teachers are also expected to commit to our wider co-curricular programme.

KEY RESPONSIBILITIES:

Teaching and Learning

- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care
- Undertake class management as a class teacher 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 and INSET programmes
- Attend staff meetings and briefings as and when required
- 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
- Deliver the school's moral education programme
- Attend pastoral meetings as required
- 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 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

JOB QUALIFICATIONS

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| BASIC QUALIFICATION | Bachelor of Education or a subject degree plus PGCE Qualified Teacher Status (QTS) or equivalent |
| EXPERIENCE | A minimum of 2 years teaching experience |
| EXPERTISE | In-depth knowledge of your teaching 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.