



## POSITION: PE and Swimming Assistant

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### ABOUT US

Wellington College Bilingual Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

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| Basic Information    |   |                      |               |
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| <b>JOB TITLE</b>     | PE and Swimming assistant   | <b>DEPARTMENT</b>    | PE department |
| <b>LOCATION</b>      | Shanghai  | <b>POSITION TYPE</b> | Full-time     |
| <b>SUPERVISOR</b>    | Head of Primary PE & Junior High PE coordinator   |                      |               |
| <b>ANNUAL LEAVES</b> | School calendar   |                      |               |
| <b>OBJECTIVES</b>    | To assist PE teachers in preparing PE lessons, swimming lessons and the overall Huili sports programme. |                      |               |

### KEY RESPONSIBILITIES:

1. Support the PE teachers in lessons. Lessons should be fun, challenging and engaging.
2. Helping to ensure the safety and well-being of pupils at all times
3. Working with small-sized groups in lessons or one on one to improve the quality of teaching.
4. Covering lessons as required by the Head of PE.
5. Helping set up lessons and after school activities.
6. Setting a positive example for students.
7. Be proactive and actively seeking the advice of the PE teachers to develop your own set of skills.
8. Accompanying school teams on away matches.
9. Be proactive around the PE Dept and helping with the maintenance of displays and sports equipment. This includes getting sports kit cleaned in time for fixtures.
10. Maintaining the quality of swimming teaching and learning
11. Purchasing and ordering support for the Head of PE
12. Helping establish relationships with neighbouring schools.
13. Acting as Chinese translator for those EAL students.
14. Maintaining high standards of personal and professional conduct at all times.
15. Checking the conditions of the pool and liaising with the Head of PE if there are any issues.
16. Assisting the PE teachers in coaching the students in the swimming pool.
17. Assisting in running fun and challenging After School Swimming Activities for students.
18. Helping to foster a good working atmosphere where students wear the correct uniform and arrive on time.
19. Developing student's technique and physical fitness.
20. Preparing students for forthcoming competitions.
21. To assist with government liaison and completion of related tasks.
22. To assist with the administrative requirements of the sports fixtures and events.
23. To fulfil any other reasonable request from the Head of Department(s) that may arise, especially in the context of a developing department and programme.



## JOB QUALIFICATIONS

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| <b>BASIC<br/>QUALIFICATION</b> | <ul style="list-style-type: none"> <li>• Education: Bachelor's degree.</li> <li>• Major: Physical Education related subject.</li> <li>• Language: Native Chinese speaker and fluent in English, minimum CET-6, Familiar with terminology of the major and able to accurately express meanings.</li> <li>• Teaching Qualification Certificate for Primary or Junior High</li> <li>• Qualification Certificate in Swimming Coaching</li> </ul>  |
| <b>EXPERTISE</b>               | <ul style="list-style-type: none"> <li>• Good communication in English and Chinese.</li> <li>• Familiar with Office software.</li> </ul>  |
| <b>PREFERRED<br/>APTITUDES</b> | <ul style="list-style-type: none"> <li>• International and bilingual school working experience is preferred.</li> <li>• Cross-cultural working experience is preferred.</li> <li>• Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility).</li> <li>• Strong passion for the education industry.</li> <li>• Detailed-oriented and disciplined in time management.</li> <li>• Warm, helpful personality.</li> <li>• Strong mind-set for continuous improvement to meet or exceed expectations.</li> </ul> |