



POSITION: Chinese Language and literature Teacher of Primary School

ABOUT US

Huili School 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 Huili 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 school.

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.



Basic Information

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| JOB TITLE | Chinese Language and literature Teacher of Primary School | DEPARTMENT | Academic |
| LOCATION | Shanghai | POSITION TYPE | Full-time |
| SUPERVISOR | Head of Department, Head of Primary | | |
| ANNUAL LEAVES | According to School Calendar | | |

OBJECTIVES

The Primary teacher works in a Co-Teaching relationship with their international partner to provide education to the Primary pupils based on the Huili philosophy and ethos. The Primary teachers must support each individual pupil's growth and development, encouraging them to be inspired, intellectual, independent, individual and inclusive. The teacher must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

KEY RESPONSIBILITIES:

Teaching and learning

- contribute to the holistic wellbeing of all pupils and specifically to those in your form class
- make all pupils aware of the Huili vision, values and identity, and display them in an innovative and informative fashion in the classroom and adjacent corridors
- undertake class management as a class teacher
- complete teaching plans on time and to a high standard through collaboration with an international co-teacher.
- teach Chinese language and literature lessons independently.
- co-teach Theme and Wellbeing
- participate in co-planning meetings with international and Chinese teachers and contribute ideas during discussions.
- assess regularly the students' work by means of formative and formal termly/half-termly assessments, as directed by the department head
- communicate with the department head regarding any student whose progress or behaviour gives cause for concern



- monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression
- work collaboratively and effectively with an international teaching partner.
- 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 department head
- be involved in developing, implementing and monitoring all school policies, and to assist in the necessary documentation pertaining to the subject, where required by the department head
- assist with the resourcing of Chinese language and literature for the Primary School, and work with the department head in drawing up the annual order
- apply consistently and diligently the rules of the school in order to maintain discipline, standards of dress and to safeguard the happiness, safety and wellbeing of all students
- ensure that students know, understand and follow the school rules

Home-School communication

- Make parents feel welcome and build good relationship with parents.
- Present parents with information regarding the Primary Chinese language and literature curriculum.
- Collect information about pupils' interests and growth from parents.
- Stimulate pupils' study by making use of parents' strengths.
- Provide consultations and support to parents' enquiries.
- Share student information provided by parents with co-teachers.
- Communicate with parents on a regular basis, as directed by the department head and the head of school
- Attend parent meetings as required and provide accurate, honest information regarding the progress of individuals in Chinese language and literature.
- Report to the parents in the form of regular written reports, and when may be additionally required by the Head of Primary.

Professional Integrity

- Be positive and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the head of school



- Play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the head of school
- Make a significant contribution to College assemblies, wechat articles and newsletters, and by so doing highlight the work carried out by students in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect privacy of pupils, pupils' families and colleagues.
- Maintain the highest standards of care, child protection and safeguarding at all times.
- Emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the school and the curriculum.
- Carry out duties in the Primary School as required and timetabled by the head of school. This will include playtime supervision, lunchtime supervision and after-school supervision.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always 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.
- Contribute as fully as possible to the annual calendar of school events, in whatever way possible.

Professional Development

- Be familiar with the recent development of Primary Chinese language and literature teaching theory and practice.
- Improve yourself through continuous study and be willing to try new ideas.
- Be willing to accept others' good ideas and share your opinions.
- Frequently reflect on your work and share your experience with an international teaching partner and other colleagues.
- Support the School Development Plan generally and in so far as it relates to Chinese language and literature.
- Attend staff meetings and briefings as and when required by the Head of Primary and the department head

JOB QUALIFICATIONS

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| BASIC QUALIFICATION | <ul style="list-style-type: none"> • Holder of Bachelor Degree, teaching certificate and Chinese language and literature Chinese Grade II A certificate • Majored in Chinese Language and literature • Native Chinese speaker and fluent in English • Support Huili Values |
| EXPERIENCE | A minimum of 4 years work experience in teaching Chinese language and literature in primary schools |
| EXPERTISE | <ul style="list-style-type: none"> • Knowledge of Chinese language and literature teaching |
| PREFERRED APTITUDES | <ul style="list-style-type: none"> • Be able to assess pupils' interests, needs and developments • Be able to develop curriculum • Open, proactive, patient and caring • Proficiency in Microsoft Office • International and bilingual school work experience is preferred • Cross-cultural work experience is preferred |