



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU

POSITION: KS2 Teacher

ABOUT US

Wellington College Hangzhou is committed to providing world-class educational opportunities in the city of Hangzhou. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

Huilu School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huilu Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huilu School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huilu Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.



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BASIC INFORMATION

JOB TITLE	KS2 Teacher	DEPARTMENT	Academic
SUPERVISOR	Head of Primary		

OBJECTIVES

Huilu School Hangzhou is seeking an experienced KS2 Teacher. The KS2 Teacher works in a Co-Teaching relationship with their international partner to provide education to the Primary based on the Wellington College philosophy and ethos. The teachers must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teachers 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:

The successful candidate will play a key role in the development of KS2 curriculum at Huilu School Hangzhou. The College is looking for a candidate who would relish the challenge of establishing the subject in a new school.

The KS2 teacher will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the School curriculum. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity by effectively working with an international teaching partner. The teacher will also be required to carry out other such duties as the Headmasters of School may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that an excellent learning environment is provided for the learning of English, and that the students develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the students and the curriculum targets of the year group.

Professional Attributes

- Have high expectations of children and a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Demonstrate the values, attributes and behaviour you expect from children.
- Be aware of the professional duties of teachers and the statutory framework within which they work.
- Be aware of the policies and practices of the school and share collective responsibility for their implementation.
- Communicate effectively with children, young people, colleagues, parents and careers.
- Recognise and respect that the colleagues, parents and careers can make to the development and wellbeing of children and young people and to raising their levels of attainment.
- Have a commitment to collaboration and cooperative working with colleagues.
- Reflect on and improve their practice; take responsibility for identifying and meeting their professional development needs.
- Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

Professional Knowledge and Understanding

- Have a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning and provide opportunities for all learners to achieve their potential.
- Know the assessment requirements and arrangements for the subjects/curriculum areas they are trained to teach, including those relating to public examinations and qualifications.
- Be informed of a range of approaches to assessment, including the importance of formative assessment.
- To follow assessment guidance set out in the whole school assessment policy.
- Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment.
- Have a secure knowledge and understanding of curriculum areas to enable you to teach effectively across the age and ability range for which you are trained to teach.

- Know and understand the relevant statutory and non-statutory curricula frameworks, including those provided through the National Strategies, for your curriculum areas (all taught areas), and other relevant initiatives across the age and ability range for which you are trained to teach.
- Know how to use skills in literacy, numeracy and ICT to support your teaching and wider professional activities e.g. planning and assessment.
- Understand how children develop and that the progress and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.
- Know how to make effective personalised provision for the children you teach including those for who English is an additional language.
- Know and understand the roles of colleagues with specific responsibilities, including those with responsibilities for learners with SEN and disabilities and other individual learning needs.
- Be aware of current legal requirements and policy concerning the well being of children.
- Know how to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Professional Skills

- Assess the learning of those you teach and set challenging learning objectives.
- Plan and teach lessons and sequences of lessons that are well organised, demonstrating secure subject knowledge relevant to curricula across the age and ability range for which you are trained.
- Use a range of teaching strategies and resources including e-learning.
- Provide opportunities for learners to develop their literacy, numeracy and ICT skills
- Provide homework to sustain learner's progress and consolidate their learning.
- Make effective use of a range of assessment, monitoring and recording strategies.
- Provide daily, accurate and constructive feed back on learner's attainment, progress and areas for development.
- Support and guide learners to reflect on their learning, identify progress they have made and identify their emerging learning needs.
- Establish a purposeful and safe learning environment conducive to learning and identify opportunities for learners to learn in and out of school contexts.

- Establish a clear framework for classroom discipline to manage learners' behaviour constructively and promote their self-control and independence.
- Work as a team member and identify opportunities for working with colleagues, sharing the development of effective practice with them.
- Ensure colleagues (e.g. Teaching Assistants) working with you, are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Advising and co-operating with staff on the preparation and delivery of courses of study, teaching materials and programmes, methods of teaching and assessments and pastoral arrangements.
- Participating in arrangements for further training and professional development, including undertaking personal training and professional development identified through performance management.
- Safeguarding children's H&S in school and on authorized school activities elsewhere.
- Other responsible duties as directed by the Head of Primary.

Home-School communication

1. Make parents feel welcome and build good relationship with parents.
2. Introduce information regarding to School English and Theme curriculum.
3. Collect information of pupils' interests and growth from parents.
4. Stimulate pupils' study by making use of parents' strengths.
5. Provide consultations and support to parents' enquiries.
6. Share students' information provided by parents with co-teachers.
7. Communicate with parents on a regular basis, as directed by the Headmasters of School.
8. Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in English and Theme.
9. Report to the parents in the form of regular written reports, and when additionally required by the Head of English, Head of Primary and Head of Junior High.

Professional Integrity

1. Be positive and build good relationship with colleagues.
2. Complete tasks assigned on time.
3. Provide cover for absent colleagues as and when deemed necessary by The Head of English, Head of Primary and Head of Junior High.
4. 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 English, Head of the Primary and Head of Junior High.

5. Make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
6. Promote an ethos of equality and equal opportunities for all pupils within the setting.
7. Protect privacy of pupils, pupils' families and colleagues.
8. Maintain the highest standards of care, child protection and safeguarding at all times
9. Emphasize the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. Communicate to the students that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon College property.
10. Carry out duties in the college as required and timetabled by the Head of the Primary and Head of Junior High. This will include playtime supervision, lunchtime supervision and after-school supervision.
11. 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 College ethos and values, and is in the best interests of the students.
12. Set high expectations and standards for the achievement of pupils and your personal performance.
13. Contribute as fully as possible to the annual calendar of College events, in whatever way possible.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree, teaching certificate
	Major	English Language and literature or related education majors
	Language	Native English speaker
EXPERIENCE	Working Experience	A minimum of 2 years working experience in teaching English and Theme
EXPERTISE	<ul style="list-style-type: none"> • Knowledge of English, THEME, and primary 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 working experience is preferred • Cross-cultural working experience is preferred 	

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

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.