



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



上海浦东新区民办惠立学校  
HUILI SCHOOL SHANGHAI

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## **POSITION: Secondary Chinese language and literature teacher**

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### ABOUT US

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international children aged between 2 and 18 years old. Wellington College China are also winners of HR Asia Best Employers to work for Award, 2020.

Huili School Shanghai is Wellington's bilingual school for Chinese students, which opened in August 2018. There are now more than 1,200 pupils in Huili nursery (Early Years 1-4) and Huili School (grades 1 to 10) and last year saw the opening of our state-of-the-art high school building and the start of IGCSE courses. Over the next two years, the school is expected to grow by more than 100 pupils per year and will be offering the IBDP when our oldest pupils begin grade 11 next academic year.

Huili School combines Wellington's holistic British approach to educating the whole child, with the enduring strengths of the Chinese curriculum and focus on learning. We talk about giving our pupils the best of both worlds. Half of our lessons are in English and half in Chinese. Half of our teachers are English-speakers and half are Chinese. It is our desire to imbue every pupil with our five core values: courage, integrity, respect, kindness, and responsibility.

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.

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#### Basic Information

<b>JOB TITLE</b>	Secondary Chinese language and literature teacher	<b>DEPARTMENT</b>	Academic
<b>LOCATION</b>	Shanghai	<b>POSITION TYPE</b>	Full-time
<b>SUPERVISOR</b>	Head of School		
<b>ANNUAL LEAVES</b>	According to School Calendar		

#### THE ROLE:

The secondary teacher works collaboratively with an international team to provide education to secondary pupils based on the Huili School philosophy and ethos. All teachers must support each individual pupil's growth and development, encouraging them as Huili pupils 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 their pupils.

To assume responsibility for teaching Chinese language and literature in the secondary school, under the direction of the Head of School and by following the Huili School curriculum.

The successful candidate will play a key role in the development of Chinese language and literature at Huili School. The school is looking for a candidate who would relish the challenge of continuing to establishing the subject in a new school.

The Chinese language and literature teacher will have the responsibility for the planning and teaching of the subject to the designated class. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity by effectively working within a bilingual setting. The teacher will also be required to carry out other such duties as the Head 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 Chinese language and literature, and that the pupils develop a positive attitude towards the subject. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the pupils and the curriculum targets of the particular year group.



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## KEY RESPONSIBILITIES:

### Teaching and Learning

- Set consistently high expectations and standards for all pupils.
- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care.
- Demonstrate and make all pupils aware of the Huili School vision statement, values and identity.
- Plan and deliver creative, engaging and well-planned lessons and units of work.
- Assess and report on pupil progress as per the school's reporting calendar.
- Provide intervention, support and challenge to pupils in your care and liaise with department leads as required.
- Participate in curriculum meetings and pastoral meetings with international and Chinese teachers. Contribute ideas during discussions.
- Monitor and evaluate the effectiveness of your own 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.
- Be involved in developing, implementing and monitoring all school policies.
- Provide opportunities for the community to be involved in pupils' success.

### Home-School communication

- Build and maintain positive and constructive relationships with parents.
- Present and share information regarding the curriculum.
- Share pupil information provided by parents with other teachers as required.
- 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 and how they can develop even further.

### Professional Integrity

- Maintain the highest standards of care, child protection and safeguarding at all times.
- Remain positive, professional 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 co-curricular activities programme.
- Make a significant contribution to school assemblies, WeChat articles and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect the privacy of pupils, pupils' families and colleagues.



- 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 interest 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 recent developments in pedagogy and within your area of subject expertise.
- Approach task with a 'can-do' attitude and a willingness to take risks and try our new ideas and approaches
- Be willing to accept others' good ideas and share your opinions.
- Support the School Development Plan generally and in so far as it relates to own area of expertise.
- Attend and participate fully in school staff development activities offered by the school and the Wellington College China group.

### JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Holder of Bachelor Degree related to subject specialism</li> <li>• Teaching certificate (such as PGCE)</li> <li>• Native level English speaker</li> <li>• Support for Huili Values and vision</li> </ul>
<b>EXPERIENCE</b>	A minimum of 4 years working experience in teaching Chinese language and literature
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Chinese language and literature teaching</li> </ul>
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"> <li>• Be able to assess pupils' interests, needs and developments</li> <li>• Be able to develop curriculum</li> <li>• Open, proactive, patient and caring</li> <li>• Proficient in Microsoft Office</li> <li>• International and bilingual school work experience is preferred</li> <li>• Cross-cultural working experience is preferred</li> </ul>