WELLINGTON COLLEGE
CHINA
惠灵顿(中国)

杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU

POSITION: Business Studies / Economics Teacher

ABOUT US

Wellington College Hangzhou offers a world-class bilingual and international education for children aged from 2 to 18, which begins in Huili 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 A-Levels curriculums further up the school. Wellington College Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili 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	Business Studies / Economics Teacher	**DEPARTMENT**	Academic
SUPERVISOR	Head of School		

OBJECTIVES

The Business Studies / Economics Teacher works collaboratively with an international team to provide education to the pupils from a range of age groups, based on the Wellington College philosophy and ethos. The Business Studies/Economics Teacher must support each individual pupil's growth and development, encouraging them as Wellingtonians 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.

MAIN PURPOSE

To contribute to raising standards of pupil achievement and attainment in a subject area or areas by teaching a timetable of lessons and supporting the Head of Department in the achievement of whole school and departmental targets.

KEY RESPONSIBILITIES:

- To have high expectations of all pupils based on relevant data.
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and through scaffolding and objectives ensure that the needs of all pupils are met.
- To maintain discipline in accordance with the college's policies and encourage good practice with regard to punctuality, behaviour and standards of work.
- To assess pupils' work in line with school policies and procedures referring to pupil performance targets.
- To contribute to the development and implementation of the subject's strategic action plan.

- To attend and contribute to all staff and subject meetings.
- To use data, both externally and internally produced, to assess pupil performance and to develop appropriate courses of action.
- To review on a regular basis methods of learning and teaching.
- If asked, to be a form tutor to an assigned group of pupils.
- To register students and notify the designated safeguarding lead immediately about any concerns relating to a pupil.
- To participate in the School's professional learning program and continue personal development in the relevant areas especially subject knowledge and teaching methods.
- To attend all Curriculum, Parent Teacher Conferences and other such academic or pastoral events.
- To ensure effective monitoring and communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise.
- To undertake duties as detailed in the staff Duty Rota.
- To comply with the current policies and procedures of the School.
- To display the Huili Values at all times, either in school or in the wider community.

KEY TASKS:

- To assess, record and report on the attainment, attendance and progress of pupils keeping such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of pupils.
- To prepare and update subject materials, including schemes or work.
- To assist the Head of Department in the development of appropriate syllabuses, resources, schemes of work and teaching strategies.
- To plan and prepare sequences of lessons to show progress over time.
- To produce interim and annual reports for all pupils taught in line with the School's Teaching and Learning Policy.
- To maintain excellent communication with parents.
- Mentoring a pupil, trainee teacher or teaching assistant as appropriate.
- To engage actively with the School's performance review surveys.

JOB QUALIFICATIONS

BASIC QUALIFICATION	**Education**	Bachelor's degree, teaching certificate
	Major	Economics / Business or related education majors
	Language	Fluent English speaker
EXPERIENCE	**Working Experience**	A minimum of 2 years working experience in teaching Economics / Business
EXPERTISE	· Knowledge of Economics and Business teaching	
PREFERRED APTITUDES	· Be able to assess pupils' interests, needs and developments · Be able to develop curriculum · Display the Huili Values · Proficiency in Microsoft Office · 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 Hangzhou is totally committed to safeguarding the welfare of children and young people 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.