



WELLINGTON COLLEGE
BILINGUAL HANGZHOU
杭州市萧山区惠立学校

POSITION: Primary School IPC Teacher

ABOUT US

Wellington College Bilingual Hangzhou 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 Primary School IPC Teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.



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BASIC INFORMATION

JOB TITLE	Primary School IPC Teacher	DEPARTMENT	Academic
SUPERVISOR	Head of Upper or Lower Primary		

OBJECTIVES

Wellington College Bilingual Hangzhou is seeking an experienced Primary School IPC Teacher. The Primary School IPC Teacher provides high quality education to the Primary pupils based on the Wellington College philosophy and ethos. The Primary School IPC Teacher must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The IPC 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

The teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- manage, monitor and direct staff as appropriate.

KEY RESPONSIBILITIES:

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

The IPC 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. The teacher will also be required to carry



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out other such duties as the Head of Primary 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 IPC, and that the students develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and co-ordinated manner with due regard to the ability of the students and the curriculum targets of the particular year group.

The teacher will:

1. implement agreed school policies and guidelines;
2. support initiatives decided by the Headteacher and staff;
3. plan appropriately to meet the needs of all pupils, through differentiation of tasks;
4. be able to set clear targets, based on prior attainment, for pupils' learning;
5. provide stimulating learning environments, where resources can be accessed appropriately by all pupils;
6. keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
7. report to parents on the development, progress and attainment of pupils;
8. maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
9. participate in meetings which relate to the school's management, curriculum, administration or organisation;
10. communicate and co-operate with specialists from outside agencies;
11. lead, organise and direct support staff within the classroom;
12. undertake all reasonable duties when requested by the Senior Leadership Team;
13. act as a point of contact for one 'home' class. Undertaking the normal pastoral duties this entails.

Home-School communication

1. Make parents feel welcome and build good relationship with parents.
2. Introduce information regarding to Primary School IPC curriculum.



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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. Communicate with parents on a regular basis, as directed by the Deputy Head of Primary and the Head of Primary.
7. Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in IPC.
8. Report to the parents in the form of regular written reports, and when additionally required by the Head of Primary.

Professional Integrity

1. Be positive and build good relationship with colleagues.
2. Complete tasks on time.
3. Provide cover for absent colleagues as and when deemed necessary by the Deputy Head of Primary and the Head of Primary.
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 the Primary.
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 Primary School as required and timetabled by the Head of Primary. This will include playtime supervision, lunchtime supervision and after-school supervision.



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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.

Professional Development

1. Be familiar with the recent development of Primary School IPC teaching theory and practice.
2. Improve yourself through continuous study and be willing to try new ideas.
3. Be willing to accept others' good ideas and share your opinions.
4. Frequently reflect on your work and share your experience with other colleagues.
5. Support the College Development Plan generally and in so far as it relates to IPC.
6. Attend staff meetings and briefings as and when required by the Head of Primary and the Deputy Head of Primary.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Qualified Teacher Status Desirable: Evidence of additional training and commitment to further professional development. And an English based qualification Support Wellington Value
	Major	IPC or related education majors
	Language	Native English speaker
EXPERIENCE	Working Experience	A minimum of 2 years working experience in teaching IPC
	Management Experience	
EXPERTISE	• Knowledge of IPC teaching	
KNOWLEDGE AND UNDERSTANDING	The teacher should have knowledge and understanding of:	
	• the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • the monitoring, assessment, recording and reporting of pupils'	



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	<p>progress;</p> <ul style="list-style-type: none"> the principles around Equal Opportunities, Health & Safety, SEN and Child Protection; the positive links necessary within school and with all its stakeholders; high standards of classroom management; impact of the learning environment upon children & staff; how to ensure children & colleagues stay safe; effective teaching and learning styles. <p>In addition, the teacher might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> knowledge & experience of Read, Write Inc phonic scheme (OUP) /Literacy & Language programmes; the links between schools, especially partner schools.
SKILLS	<p>The teacher will be able to:</p> <ul style="list-style-type: none"> Actively promote and demonstrate the Wellington College's ethos, values and aims positively, use effective strategies to monitor motivation and morale; develop good personal relationships within a team; establish and develop close relationships with parents and the community; communicate effectively (both orally and in writing) to a variety of audiences; to attend out of hours events; work with other adults in the classroom in planning and delivering high quality learning, create a happy, challenging and effective learning environment. <p>In addition, the Class Teacher might also have:</p> <ul style="list-style-type: none"> a strong interest in an appropriate activity that may be a focus in co-curricular activity sessions. .
PERSONAL CHARACTERISTICS	<p>Approachable Committed Enthusiastic Positive Organised Resourceful Team player</p>

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.