



惠立教育  
HUILI EDUCATION



上海浦东新区民办惠立幼儿园  
HUILI NURSERY SHANGHAI

### **Job Description – Teacher**

At Huili Nursery Shanghai, we appreciate that every child is a unique and able learner from birth. The heart of our vision is to ensure that Huili Nursery Shanghai is the leading and most inspirational early years' education provider in Shanghai. It is our desire to afford every child the opportunity of growth and fulfilment in a setting which imbues the Huili Identity:

- Inspired
- Individual
- Independent
- Inclusive
- Intellectual

and Huili Values:

- Kindness
- Courage
- Integrity
- Respect
- Responsibility

Huili Nursery Shanghai represents a marriage of traditional values and evidence-based practice from the UK and China. We know that excellent early years education provides children with an increased chance of success in school and later in life, thereby contributing to creating a society where opportunities are abundant. To this end, we are seeking a like-minded teacher who will contribute to a team of motivated, dynamic and forward-thinking professionals and who will add something special to this exceptional early years setting.

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 for the benefit of themselves and their pupils.

Basic Information			
Job Title	Teacher	Department	Academic
Supervisor	Head of Early Years		
Objectives			
To serve as a teacher for Huili Nursery Shanghai. To provide pupils with exceptional and personalised learning opportunities that maximise development in the prime and specific areas of learning of the EYFS, alongside the Chinese curriculum (3-6 years) through a bespoke academic framework. To support each individual pupil's growth and development, encouraging them as Huili pupils to be inspired, intellectual, independent, individual and inclusive.			
Key Responsibilities			
1. Share a commitment to the successful implementation of the vision, mission and goals of Huili Nursery Shanghai			
2. Support and fully participate in a culture that focuses on pupil and adult learning			
3. Set high expectations and standards for the achievement of pupils and your personal performance			
4. Provide educational experiences that ensure all pupil progress at their own pace, mapping development through learning journals and other reporting mechanisms to parents			
5. Actively promote English and Chinese language development through a range of age-appropriate and personalised learning opportunities			
6. Support a philosophy that values continuous learning for adults tied into pupil learning and other nursery development goals			
7. Use multiple sources of data to analyse and monitor progress to ensure that learning is personalised			
8. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care			
9. Model and promote Wellington values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Huili identity: inspired, intellectual, independent, individual, inclusive			
10.To keep evidence and records pertaining to pupil progress and to ensure that these records are shared with colleagues and available for inspection by senior leaders			
11. Provide opportunities for the community to be involved in the success of the pupils and the nursery			
12. Celebrate the achievements of all pupils within the nursery through a variety of methods			
13. Promote an ethos of equality and equal opportunities for all pupils within the nursery			
14. Maintain the highest standards of care, child protection and safeguarding always			
15. Contribute to the development plan and evolution of the nursery			

Job Qualifications		
<b>Basic Qualification</b>	<b>Education</b>	Bachelor's degree and relevant teaching qualification in kindergarten / early years education
	<b>Major</b>	early years education
	<b>Language</b>	Fluent written and spoken English / fluent written and spoken Chinese & English depending upon post
<b>Experience</b>	<b>Working Experience</b>	2 years and above of relevant early years' education experience
	<b>Management Experience</b>	
<b>Characteristic duties and performance standards</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate personal and professional authenticity always</li> <li>▪ Be solution-driven, as opposed to problem-focussed in attitude and practice</li> <li>▪ Imbue determined practice always</li> <li>▪ Accept responsibility for the development, progress and achievement of pupils</li> <li>▪ Guide the learning opportunities toward the implementation of learning intentions and execution of personalised learning needs of each pupil</li> <li>▪ Demonstrate effective planning and organisation for learning by: for example, uploading weekly plans to SharePoint in advance of teaching to assist in case of absence; recording attendance as required; tracking and submitting pupil progress and attainment data accurately and in a timely manner; create a learning environment that actively promotes and contributes to age-specific learning</li> <li>▪ Motivate pupils to stretch their level of ability and potential through engagement with a stimulating learning environment, effective and professional relationships, active participation in learning and constructive and supportive feedback; set high expectations; and demonstrate sensitivity to different learning / personal needs</li> <li>▪ Design learning opportunities and instructional experiences that meet the needs and stimulate active learning by all pupils</li> <li>▪ Select appropriate materials for implementation of the bilingual curriculum and adapt materials and methods to the learning needs of all pupils</li> <li>▪ Use resources effectively to support learning in the classroom, the learning spaces and the community</li> <li>▪ Demonstrate exceptional pedagogy which demonstrates: promotion of the characteristics of effective learning, the art of questioning, clarity of learning expectations, communication in large and small groups and with individual pupils, an atmosphere of mutual respect, independent thought and expression, and pupil and teacher experiences</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Work cooperatively with parents and generate trust and confidence in the learning experience of pupils</li> <li>▪ Demonstrate high levels of personal and pupils expectations</li> <li>▪ Participate in the development of policies and regulations that affect instruction and conditions for success</li> <li>▪ Use technology effectively for learning, record keeping, other administrative tasks, and communications</li> <li>▪ Share responsibility for professional, co-operative staff relations. Serve, when asked, as a mentor for other staff members</li> <li>▪ Adhere to professional, ethical principles</li> <li>▪ Continually strive to improve the learning spaces, learning opportunities, teaching / facilitating techniques, and interpersonal relationships</li> <li>▪ Share responsibility for marketing Huili Nursery Shanghai in the community</li> <li>▪ Display personal qualities that reflect favourably upon the setting</li> <li>▪ Display pride in being a teacher and a member of the Huili Nursery Shanghai team by displaying full participation in the nursery's culture</li> <li>▪ Attend all team meetings and committees as necessary</li> <li>▪ Identify and participate in professional development opportunities and contribute to a professional learning community dedicated to ensuring the highest quality learning experience</li> <li>▪ Be familiar with and support the management team in the effective implementation of the setting's Health and Safety policy</li> <li>▪ Adhere to all procedures and policies as outlined in the Staff Handbook</li> <li>▪ Promote an understanding of the culture and heritage of China and display professional conduct in line with the culture and religious expectations of the country</li> <li>▪ Perform various assigned responsibilities as instructed by the management, of other employees in their absence; e.g. covering classes</li> </ul>
<b>Preferred Aptitudes</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and oral communications skills</li> <li>▪ Exhibit outstanding early years and pedagogical knowledge</li> <li>▪ Work on multiple projects and respond to requests and deadlines in an accurate, timely manner</li> <li>▪ Make sound decisions within the parameters of authority</li> <li>▪ Be courteous, professional and tactful at all times</li> <li>▪ Maintain a positive working relationship with colleagues, parents, pupils and community</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Motivate and create a shared vision within the nursery community</li> <li>▪ Be respected as an adult learner and as an individual</li> <li>▪ Serve as a role model who acknowledges through actions and behaviours the critical value of human relationships in achieving personal and professional goals and organisational purpose</li> <li>▪ Strong skills in Microsoft Office (Excel and PowerPoint) and database systems</li> <li>▪ Excellent communication skills with a diverse range of people and interpersonal skills</li> <li>▪ Ability to multi-task and prioritise</li> <li>▪ Ability to work to tight timelines</li> <li>▪ Strong track record of solving complex problems, strategic thinking and delivering significant impact</li> <li>▪ Personal integrity, accountability and credibility</li> <li>▪ Strong mind-set for continuous improvement to meet or exceed expectations</li> </ul>
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Disclaimer: This description is intended to indicate the kinds of tasks and levels of work that will be required of this position. It is not intended to limit, or in any way to modify, the right of the head of early years, or designated leader, to assign, direct or reassign duties and responsibilities at any time. Additional information will be provided in the Staff Handbook and through staff induction.

Applicants are invited to submit all relevant documents by the date stated below. Following shortlisting, candidates will be invited for interview within four weeks of the deadline date. Please submit CV and cover letter, together with an application form (available to download from [www.huilieducation.cn/shanghai-nursery](http://www.huilieducation.cn/shanghai-nursery)) in English and email to [jobs.hns@huilieducation.cn](mailto:jobs.hns@huilieducation.cn). Interviews for the post will take place early in 2019. Please note that any application with missing materials will not be considered.