



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

POSITION: Primary School Music Teacher

ABOUT US

At Wellington College Bilingual Hangzhou, we appreciate that every child is a unique and able learner from birth. The heart of our vision is to ensure that Wellington College Bilingual Hangzhou is the leading and most inspirational early years' education provider in Hangzhou. It is our desire to afford every child the opportunity of growth and fulfilment in a setting which imbues the Wellington Values: Kindness, Courage, Integrity, Respect and Responsibility.

As an institution, Wellington College Bilingual Hangzhou 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 team of motivated, dynamic and forward-thinking professionals 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 Coordinator will form an integral part of



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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 Music Teacher	DEPARTMENT	Academic
SUPERVISOR	Head of Lower or Upper Primary		

OBJECTIVES

Wellington College Bilingual Hangzhou is seeking an experienced Primary School Music Teacher. The Primary School Music Teacher works to provide education to the Primary pupils based on the Wellington College philosophy and ethos. The Primary School Music Teacher 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.

MAIN PURPOSE

To assume responsibility for teaching Music in the Primary School, under the direction of the Head of Lower or Upper Primary and by following the Wellington College curriculum.

KEY RESPONSIBILITIES:



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

The Music 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 Primary School curriculum. 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 out other such duties as the Headmasters of Primary 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 Music, 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.

The teacher will:

1. implement agreed school policies and guidelines;
2. support initiatives decided by the Headteacher and senior staff;
3. plan appropriately to meet the needs of all pupils, through differentiation of tasks;



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4. be able to set clear targets, based on prior attainment, for pupils' learning;
5. provide a stimulating learning environment, 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. produce musical/performance events at group/class and whole school level
13. form a school choir;
14. undertake all reasonable duties when requested by the Senior Leadership Team:
15. be responsible for the delivery, progress and attainment in the subject,
16. act as a point of contact for one 'home' class. Undertaking the normal pastoral duties this entails.



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1. Apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all students. Also, ensure that students know, understand and follow the College rules.
2. Set high standards with regard to punctuality and to insist on the same from the students. To encourage good time-keeping amongst the students, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.
3. Ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.
4. Request approval from the Master, via the Head of the Prep School, for any absence from the College and to give notice to appropriate people, especially the Director of Music in good time. Wherever possible, to make medical appointments outside normal directed working time.
5. Maintain smart and professional standards of appearance.

Learning and Teaching

1. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.
2. Make all students aware of the Wellington College Mission Statement, values and Identity base including the Eight Aptitudes model of education, their values, aims, and display them in an innovative and informative



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fashion in the classroom and adjacent corridors.

3. Complete teaching plans on time and to a high standard.
4. Assess regularly the students' work by means of formative and formal termly/half-termly assessments, as directed by the Head of Lower or Upper Primary. Communicate with headmasters regarding any student whose progress or behaviour gives cause for concern.
5. Oversee and implement the Primary School Homework policy for all Music classes.
6. Ensure that the examples of the students' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the Primary School. To ensure that these displays are changed regularly.
7. Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
8. Participate fully in the Staff Appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. Submit books, records or planning as required for monitoring by colleagues or the Head of Primary.
9. Be involved in developing, implementing and monitoring all College policies regarding Music, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Primary.
10. Provide opportunities for the community to be involved in pupils' and



setting success.

Home-School communication

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



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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 Music 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 the international teaching partner and other colleagues.
5. Support the College Development Plan generally and in so far as it relates to Music events.
6. Attend and participate fully in Wellington College Staff Development and INSET programmes.
7. Attend staff meetings and briefings as and when required by the Headmasters of Primary School.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree, teaching certificate
	Major	Music or related majors
	Language	Native English speaker
EXPERIENCE	Working Experience	A minimum of 2 years working experience in teaching Music
	Management	



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	Experience	
EXPERTISE	<ul style="list-style-type: none">• Knowledge of Music 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.