



杭州市萧山区惠立学校  
Hiba Academy Hangzhou  
Wellington College Education

# Job Description

## Primary PE Teacher

### ABOUT US

#### We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

#### The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

#### Wellington College China (WCC)

Wellington College China is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Kindness Responsibility Respect Courage Integrity

## **School introduction**

Hiba Academy Hangzhou offers a world-class bilingual education for children aged from 2 to 18, beginning in Hiba Academy Hangzhou (Nursery) with the English Early Years Foundation Stage (EYFS) merged with the Chinese Ministry of Education guidelines.

In Primary School and Senior School, we follow the Chinese national curriculum, complemented by a wide range of international teaching resources and materials, and taught within a bilingual learning environment. As our pupils progress to higher grades, they will study IGCSE followed by A Levels in our Sixth Form.

Hiba Academy Hangzhou uses the unique Wellington approach to holistic education encapsulated in our five core Hiba Values: Courage, Respect, Integrity, Kindness and Responsibility. These values instil the defining characteristics of the Hiba Identity: Intellectual, Independent, Inspired, Individual and Inclusive.

This approach ensures our well-rounded pupils are fully prepared for acceptance into the best universities worldwide, leaving Wellington College Hangzhou equipped with the 21st-century skills essential for the future.

Our expansive campus covers over 74,000 square metres and hosts a range of custom-built, state-of-the-art facilities. These facilities are meticulously designed to provide pupils with unparalleled academic and co-curricular opportunities. Among these is our modern boarding house, providing comfortable accommodations for nearly 400 pupils. We have a multi-purpose indoor sports hall with spectator gallery, a 400-metre all-weather track and sports field, two swimming pools, basketball courts and a tennis court. In addition, we have a 560-seat grand theatre, dance studios and several libraries.

At Hiba School Hangzhou, we are dedicated to nurturing young minds, fostering independence and wholeheartedly embracing diversity.

## Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2023.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

# Role Description

## JOB TITLE

Primary PE Teacher

## DEPARTMENT

Academic

## LOCATION

Hangzhou

## LINE MANAGEMENT

Head of Primary PE

## OBJECTIVES

The Physical Education 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 Physical Education 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 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 and have high expectations of all pupils based on relevant data.
- 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 facilitate and attend fixtures and sporting events.
- To actively support the CCA programme.
- To undertake duties as detailed in the staff Duty Rota.
- To comply with the current policies and procedures of the School.
- To display the HIBA 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.

## **BASIC QUALIFICATION**

**Education:** Bachelor's degree, teaching certificate

**Major:** Physical Education majors

**Language:** Fluent English speaker

**Working experience:** A minimum of 2 years working experience in teaching PE

## **EXPERTISE**

- Knowledge of PE teaching

## **PREFERRED APTITUDES**

- Experience in teaching a range of activities to a range of age groups
- Be able to assess pupils' interests, needs and developments
- Be able to develop curriculum
- Display the HIBA Values
- Proficiency in Microsoft Office
- Cross-cultural working experience is preferred

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

**Be You.**  
**Be The Difference**