



威雅·杭州
WAS Hangzhou

JOB DESCRIPTION

岗位说明书

Position Specification: Computing Teacher and Digital Lead 计算机科学老师兼数字化教学负责人

岗位名称

Line Manager: Head of Faculty (Science) 中学科学部部长

直线经理

Department: Upper School 中学部

部门

Location: Xiaoshan District, Hangzhou, China 中国杭州市萧山区

地点

General: The Wycombe Abbey School Hangzhou (WASHZ) campus is comprised of three schools, a Lower School, an Upper School, and a Kindergarten, providing exceptional education for students from Early Years through to Grade 12 (3-18 year olds). WASHZ opened in August 2021, offering an exceptional opportunity for the post holder to contribute to the growth and development of a dynamic start-up school.

简介 杭州威雅学校由三个学部组成：小学部、中学部以及幼儿园，为3至18岁（幼儿园至12年级）的学生提供卓越的教育。杭州威雅学校于2021年8月正式开学，为新入职人员提供了一个参与一所充满活力的初创学校成长与发展的独特机会。

WASHZ was established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of our student body consists of Chinese nationals studying a distinctive curriculum that seamlessly combines elements of international education with the Chinese National Curriculum. Our students are taught in both Mandarin and English ensuring proficiency in both languages, equipping them to excel in prestigious universities worldwide.

杭州威雅学校是一所面向中国籍学生的民办学校，使中国学生能够享受到威雅公学教育体系的优势。学校大多数学生为中国籍学生，学习一套将国际教育元素与中国国家课程体系无缝融合的特色课程。学生采用中英双语教学，确保在两种语言中均具备熟练能力，为他们进入世界顶尖大学深造奠定坚实基础。

At Wycombe Abbey Schools, we believe in education that goes beyond just academic achievements. WASHZ offers boarding facilities for students from Grade 1 to Grade 12, providing exceptional resources for learning, innovation, entrepreneurship, performing arts, and athletics – a hallmark of all schools within our Wycombe Abbey Schools Group. Our mission is to prepare students not only for higher education at global universities but also for the increasingly international landscape of the professional world. We place a strong emphasis on nurturing each student's confidence, resilience, independence, and character development, all while fostering collaborative skills that are indispensable in life beyond the classroom.



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在威雅教育集团，我们相信教育不应仅仅局限于学术成绩。杭州威雅学校为一年级至十二年级学生提供寄宿设施，并配备卓越的学习、创新、创业、表演艺术及体育资源，这也是威雅教育集团旗下学校的标志性特色。我们的使命不仅是为学生进入全球高等学府做好准备，更是为他们未来在日益国际化的职业世界中取得成功奠定基础。我们高度重视培养学生的自信心、韧性、独立性与品格发展，同时促进协作能力的培养，使他们在课堂之外的人生旅程中同样表现卓越。

Introduction: 简介

Education is an ever-changing service and all staff are expected to actively engage in school activities and maintain a flexible approach to their responsibilities. While we have made every effort to outline the primary duties and obligations of this position, it's important to note that individual tasks may evolve beyond what is explicitly stated. The post holder is expected to be receptive to reasonable requests from their line manager to undertake tasks of a similar level that may not be explicitly mentioned in this job description.

教育是一项不断变化的服务性事业，所有员工均应积极参与学校活动，并以灵活的态度履行各自职责。尽管我们已尽最大努力概述本岗位的主要职责与义务，但仍需注意，具体工作内容可能会随着学校发展而发生变化。岗位任职者应能够接受直属上级提出的合理工作安排，承担与本岗位职责层级相当但未在本岗位说明书中明确列出的相关任务。

Please be aware that this job description is subject to potential revisions, which may occur following discussions between the line manager and the staff member. It will also undergo an annual review during the appraisal process, and adjustments may be made in response to the evolving needs of WASHZ.

请注意，本岗位说明书可能会根据直属上级与员工之间的沟通结果进行修订。此外，该说明书将作为年度绩效评估的一部分进行年度审查，并可能根据杭州威雅学校不断变化的发展需求进行相应调整。

Responsibilities: 职责

Key Responsibilities 主要职责

- The Computing teacher will have the responsibility for the planning and teaching of the subject to the designated classes, the content of each lesson being determined by the school curriculum. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity.

计算机科学教师将负责为指定班级进行学科课程的规划与教学，课程内容依据学校课程体系确定。教师需确保该学科教学具有覆盖性、递进性和连贯性。

- The teacher will also be required to carry out other such duties as the Head of Faculty 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.

教师还需根据学科负责人的合理指示，履行其他相关职责。教师应在教学实践及与同事、家长的合作中展现最高标准的专业素养。

- The teacher must ensure that an excellent learning environment is provided for the learning of computing, and that the students develop a positive attitude to the subject within the school. 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.

教师必须为计算机科学学习提供优质的学习环境，并促进学生在校内形成对该学科的积极学习态度。教师需以结构化和协调的方式开展课堂教学，并充分考虑学生能力差异以及所在年级的课程目标。

- As Digital Lead the teacher will have the responsibility to lead collaboratively on the school digital strategy and ways in which we embed Digital Technologies and applications across the academic curriculum.

作为数字化教学负责人，教师将协同领导学校的数字化发展战略，并推动数字技术与应用在整个学术课程体系中的嵌入与整合。

Teaching and Learning 教学与学习

- You should have knowledge and experience of Computing and be able to teach up to Pearson Computing IGCSE. The ability to teach to A Level is preferable but not a requirement.

应具备计算机科学领域的专业知识与教学经验，并能够教授至 Pearson 计算机 IGCSE 课程；具备教授 A Level 课程的能力者优先，但非必须条件。

- You should keep yourself informed of current developments within your specialist subject(s).

应持续关注并了解本专业领域的最新发展动态。

- Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care.

促进所有学生的整体身心发展，并对所负责学生的全面关怀承担具体责任。

- Make all students aware of the Wycombe Abbey Mission Statement and values and display them in an innovative and informative fashion in the classroom and adjacent corridors.

向所有学生介绍 Wycombe Abbey 的使命宣言与核心价值观，并以创新且富有启发性的方式在课堂及周边走廊进行展示与传播。

- Complete teaching plans on time and to a high standard.

按时并以高标准完成教学计划。

- Assess regularly the students' work by means of formative and formal termly/half-termly assessments, as directed by the Head of Faculty. Communicate with the Head of Faculty regarding any student whose progress or behaviour gives cause for concern.

按学科负责人的指示，通过形成性评估以及学期/半学期的总结性评估，定期评估学生学习情况。对于学习进展或行为表现引起关注的学生，应及时与学部负责人沟通。

- Monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.

持续监测与评估自身教学的有效性，保持高水平教学实践标准，并确保学生学习进步。



- 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.
全面参与学校教师绩效评估体系，包括观摩同事课堂并接受课堂观摩；按要求提交学生作业本、教学记录或教学计划以供同事进行教学监测与评估。
- Be involved in developing, implementing and monitoring all school policies regarding Computing and to assist in the necessary documentation pertaining to the subject, where required by the Head of Faculty.
参与计算机科学相关学校政策的制定、实施与监督，并在学科负责人要求下协助完成相关学科文件与资料。
- Assist with the resourcing of Computing and Digital Learning for the School.
协助学校计算机科学与数字化学习资源的配置与建设。
- Apply consistently and diligently the rules of the school in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all students, to ensure that students know, understand and follow the school rules.
一贯、认真地执行学校规章制度，以维护纪律、着装规范，并保障全体学生的幸福、安全与身心健康，确保学生理解并遵守学校规则。
- Provide opportunities for the community to be involved in pupils' and setting success.
为社区参与学生发展与学校建设提供机会与平台。

Subject application 学科教学职责

As a teacher you should:

作为教师，您应：

- Plan, prepare and review SoWs and lessons, keeping lesson notes which show continuity and progression.
规划、准备并审查课程方案及课堂教学，保留显示教学连贯性与递进性的课堂笔记。
- Support with Head of Department in your department on the preparation and development of SoWs.
协助学科负责人准备与开发课程方案。
- Set appropriately demanding expectations for each pupil; differentiation strategies are essential.
对每位学生设定适当且有挑战性的期望；差异化教学策略为必备。
- Employ a range of teaching strategies appropriate to the age, ability and attainment level of the pupils.
运用多种教学策略，适应学生的年龄、能力及学业水平。
- Select and use appropriate resources, including Information Technology.
选择并使用适当教学资源，包括信息技术（IT）。
- Present lessons using clear language and in a stimulating manner, using a variety of teaching styles as appropriate.
使用清晰语言、富有启发性的方式授课，根据需要运用多样化教学风格。
- Set and mark homework in line with Subject and School policy.



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按学科及学校政策布置并批改作业。

- Contribute to the development of pupils' language and communication skills, with specific reference to EAL.

促进学生语言与交流能力的发展，特别关注英语为第二语言（EAL）学生。

- Set suitable work in the event of foreseen absence and other instances, wherever possible.

在预见性缺席或其他情况发生时，尽可能布置合适的替代作业。

Classroom management 课堂管理职责

As a Teacher you should endeavour to:

作为教师，您应努力：

- Create and maintain a purposeful and orderly environment for the pupils within your class.

为班级学生创造并维持一个有目的、有秩序的学习环境。

- Safeguard pupils' health and safety.

保障学生的身心健康与安全。

- Ensure setting/grouping that is appropriate for particular learning purposes, i.e. whole class, pairs, small groups, individual.

根据具体学习目标，安排适当的学习形式/分组，如全班、小组、双人或个别学习。

- Use appropriate sanctions and rewards in line with Subject and whole school policy.

按学科及全校政策，合理使用奖励与惩戒措施。

- Maintain pupils' interest and motivation.

保持学生的兴趣与学习动力。

- Ensure that the classroom environment, including furniture, décor and equipment is respected by all pupils.

确保教室环境（包括家具、装饰及设备）得到学生尊重。

- Maintain vibrant and informative displays of work both inside classrooms/labs and in shared areas (corridors).

在教室、实验室及公共区域（如走廊）保持生动、信息丰富的学生作品展示。

- Order and maintain adequate stocks of teaching materials and resources, working within your delegated budget.

订购并维持足够的教学材料与资源库存，合理使用分配的预算。

Assessment and recording 评估与记录职责

As a Teacher you should endeavour to:

作为教师，您应努力：

- Identify the current level of attainment of individual pupils and, refer to other information available in the school.

了解每位学生当前的学业水平，并参考学校提供的其他信息。

- Judge how well a pupil performs against the standard expected of a pupil of that age and take remedial action if necessary.

判断学生表现是否符合同龄学生的标准，如有必要采取补救措施。



- Assess and record systematically the progress of individual pupils in line with Subject and whole school policy.
按学科及全校政策系统地评估并记录学生学习进度。
- Mark work using the school's marking policy and give formative feedback to pupils regularly on their progress.
根据学校评分政策批改作业，并定期向学生提供形成性反馈。
- Use assessment as a fundamental part of teaching.
将评估作为教学的重要组成部分。
- Prepare pupils for public examinations; assessing, recording and reporting as required.
为学生参加各类公共考试做好准备，按要求进行评估、记录与汇报。
- Plan, prepare and review assessments throughout the year.
全年规划、准备并审查各类评估。

Tutoring 导师职责

As a Tutor you have a responsibility to:

作为导师，您有责任：

- Promote the general progress and well-being of any group of pupils assigned to you.
促进所负责学生组的整体学习进展和身心健康发展。
- Provide guidance and advice on educational and social matters and on their education and future careers, including information on sources of more expert help.
就教育、社交事务以及未来学习和职业规划提供指导和建议，包括提供可获取更专业帮助的渠道信息。
- Make records of, and report on, pupils' personal and social needs.
记录并报告学生的个人与社交需求。
- Communicate and consult with parents.
与家长沟通并协商。
- Act as a mentor to all the pupils in your tutor group.
作为所负责学生组所有学生的导师和引导者。

Performance management 绩效管理

You should:

您应：

- Participate in arrangements for the appraisal of your own performance and that of others in your department.
参与自身及学部其他教师的绩效考核安排。
- Review from time to time your own methods of teaching.
定期审视自身的教学方法。
- Participate in further training and professional development, including training which aims to meet needs identified in appraisal objectives or statements.
参与进一步的培训与专业发展，包括针对绩效考核目标或声明中提出需求的培训。



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Working time 工作时间

- You have a responsibility to participate in meetings which relate to the curriculum or the administration or organisation of the school, including morning briefings and pastoral arrangements.
参与与课程、学校管理或组织相关的会议，包括晨会和学生关怀（Pastoral）安排。
- WASHZ is a boarding school, and together with all members of the Academic staff you will be expected to undertake boarding duties.
杭州威雅作为寄宿制学校，您需与所有学术教职员工一起承担寄宿管理职责。

Curriculum extension 课程拓展

All WASHZ staff contribute to the extra-curricular and/or sport programme.

所有杭州威雅教职员工均需参与课外活动和/或体育项目：

- All WASHZ staff share in the extended life of the school.
所有教职员工参与学校增益生活的建设。
- During time gained due to alternative provision for pupils you may be directed to:
在学生接受替代课程安排的空余时间，您可能会被安排：
 - 1) Develop/revise curriculum materials
开发/修订课程教材
 - 2) Assist colleagues in appropriate planned team teaching
协助同事进行团队计划教学
 - 3) Provide additional learning support
提供额外学习支持
 - 4) Undertake planned activities with pupils transferring to the school in August
与八月入学的学生开展计划活动

Home-School Communication 家校沟通

Make parents feel welcome and build good relationship with parents.

欢迎家长并建立良好的家校关系。

- Introduce information regarding to School computing curriculum.
介绍学校计算机课程相关信息。
- Collect information of pupils' interests and growth from parents.
收集家长提供的学生兴趣和成长信息。
- Stimulate pupils' study by making use of parents' strengths.
利用家长优势激发学生学习动力。
- Provide consultations and support to parents' enquiries.
为家长提供咨询和支持。
- Communicate with parents on a regular basis.
定期与家长沟通。
- Share students' information provided by parents with co-teachers.
将家长提供的学生信息与任课教师共享。
- Attend Parents' Meetings as required and provide accurate, honest information regarding the progress of individuals in computing.



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按要求参加家长会，并提供关于学生计算机学习进展的准确、真实信息。

- Report to the parents in the form of regular written reports.
通过定期书面报告向家长反馈学生情况。

Other responsibilities 其他职责

Organise and participate in visits, excursions and enrichment activities outside the classroom.

组织并参与校外参观、实地考察及拓展活动。

- Contribute to events within the school community.
参与学校社区活动。
- As may reasonably be required by a line manager in agreement with the headmaster.
按直属上级与校长商议的合理要求承担其他工作。

Ensuring accountability 确保责任落实

As a teacher you should:

作为教师，您应：

- Provide regular, comprehensive reports and formal and informal information on pupil performance.
定期提供全面的报告及学生学习表现的正式与非正式信息。
- Contribute to the implementation and management of departmental statistical information on pupil attainment.
参与学科部门学生学业统计信息的实施与管理。
- To establish benchmarking and calculate value-added.
建立基准指标并计算增值成果
- Provide information on pupil performance for parents through Parent meetings.
通过家长会向家长提供学生学业表现信息。

Other 其他

As a teacher you should:

作为教师，您应：

- Support initiatives which motivate and promote team building and helps to create a positive work environment.
支持能够激励团队建设、营造积极工作环境的倡议。
- Remain abreast of trends and research in relevant areas.
关注相关领域的趋势与研究进展。
- Work under significant time and operational pressures and can coordinate a variety of projects simultaneously.
能在显著的时间和工作压力下协调多项项目同时进行。
- Exercise judgment and discretion in handling sensitive and confidential issues.
在处理敏感与保密事务时，能够运用判断力和谨慎性。
- Other duties assigned by line manager
完成领导交办的其他任务。



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Candidate Profile:

人选要求

- Your professional profile is defined by integrity, clear and open communication, high standards, and an understanding of the needs and interests of pupils, parents and staff.
您的职业形象以诚信、清晰开放的沟通、高标准的职业要求以及对学生、家长和教职员需求与利益的理解为核心。
- Your personal profile enables you to act as an ambassador for the school. You have excellent verbal and written communication skills, and relate positively to pupils, staff and parents, inspiring them with confidence in the school.
您的个人素质使您能够成为学校形象的代表与推广者。您具备优秀的口头与书面沟通能力，能够与学生、教职员及家长建立积极、良好的关系，并增强他们对学校的信任与信心。
- You have the ability to analyse problems, reach sound conclusions and resolve issues effectively. You have a proven capacity to respond to changing needs, and to translate vision into practical reality. You have a strong commitment to quality and sharing best practices in learning and teaching.
您具备分析问题、得出合理结论并有效解决问题的能力。您已证明自己能够适应不断变化的需求，并能够将愿景转化为切实可行的行动。同时，您对教育质量有高度承诺，并乐于在教学与学习方面分享最佳实践。
- You have a good understanding of, and interest in developing academic best practices in the context of a secondary, cross-cultural institution.
您对在跨文化教育环境（特别是中学教育阶段）中发展学术最佳实践具有良好的理解和浓厚兴趣。
- You have a working knowledge and understanding of departmental planning and reporting. You have a higher-level understanding of and experience using information and communication technology to enhance teaching and learning.
您熟悉学部或部门层面的规划与报告工作流程，并具备较高层次的信息技术与教育技术应用能力，能够利用信息与技术促进教学与学习质量的提升。
- You have an interest in and willingness to engage Chinese contemporary culture. You enjoy working under pressure in a fast pace environment. You are optimistic, resilient, and have a well-developed sense of proportion and humour.
- 您对中国当代文化具有兴趣并愿意积极参与和理解。您能够在快节奏、高压力的工作环境中保持积极乐观与坚韧，并具备良好的分寸感与幽默感。

Child Safeguarding:

学生安全保护

WAS is committed to Safeguarding and Child Protection promoting the welfare of children.

The successful candidate will be required to:

威雅集团致力于学生保护与儿童福利保障。成功录用的候选人需履行以下职责：

- Attend in-house Child Safeguarding programmes.
参加校内学生保护相关培训项目。
- Promote and safeguard the welfare of all students in the school.
促进并保障全校学生的福祉与安全。



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- Report to School's Designated Safeguarding Lead any concerns they have for the welfare of a student. This may include unsafe practices witnessed within the school as outlined in the school's Whistleblowing Policy.
如对学生福利存在任何疑虑，应向学校指定学生保护负责人报告，包括根据学校《举报政策》所列的任何校内不安全实践行为。
- Keep professional relationships with students where personal boundaries are respected and maintained.
与学生保持专业关系，尊重并维护适当的个人界限。
- Seek advice from a Line Manager or School's Designated Safeguarding Lead with issues or concerns related to Child Safeguarding.
就学生保护相关问题或疑虑向直属上级或学校指定学生保护负责人寻求指导与建议。
- Ensure vendors, suppliers and visitors adhere to safeguarding guidelines, especially if they have access to the school premises or interact with students, to maintain a secure and protected environment.
就学生保护相关问题或疑虑向直属上级或学校指定学生保护负责人寻求指导与建议。

Requirements:

任职要求

- Obtain the International Child Protection Certificate (ICPC) or Chinese Non-Criminal Record prior to the start of contract.
在合同开始前提供国际儿童保护证书或中国无犯罪记录证明。
- Formal proof of identity with photo ID.
提供带照片的正式身份证明文件。
- Two signed confidential references (of which, one must be the candidate's current supervisor) before the start of contract.
在合同开始前提供两封签署的保密推荐信（其中一封必须来自候选人当前的直属主管）。
- Verification of original qualifications.
提供学历与资格证书原件核验。

How to Apply:

申请方式

Applications will only be accepted on the official WASHZ Application Form, which is available on the WAIS recruitment portal found on the website via: <http://recruit.waisgc.com/>.
申请仅通过杭州威雅官方申请表接受。申请表可通过威雅集团招聘门户网站获取：
<http://recruit.waisgc.com/>.

Further Details:

更多信息

Full details of our school are available at www.waisgc.com.
学校完整信息请访问：www.waisgc.com.
Any queries should be forwarded to the Head of HR: Ms. Euroda Wan (careers@waishz.com).
如有疑问，请联系学校人力资源部负责人：Ms. Euroda Wan (careers@waishz.com).