



威雅·杭州  
WAS Hangzhou

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## JOB DESCRIPTION

**Position Specification:** Computing Teacher

**Line Manager:** Head of Faculty

**Department:** Upper School

**Location:** Xiaoshan District, Hangzhou, China

**General:** The Wycombe Abbey School Hangzhou (WASHZ) campus is comprised of three schools, a Lower School, an Upper School, and a Kin Language and Literature dergarten, 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.

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.

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.

**Introduction:** 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.

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.

**Responsibilities:**

Working within the remit and targets developed by the Senior Leadership Team, and under the direct, day-to-day supervision of the Head of Department for your curriculum responsibilities you will:

- Teach Computing and other curriculums, as required.
- 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.
- 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.
- Adhere to curriculum timelines, planning of time and meeting due deadlines.

**1. SUBJECT KNOWLEDGE**

1.1. 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.

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

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

1.4. 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.

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

1.6. 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.

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

1.8. 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.

1.9. 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.

1.10. 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.



1.11. Provide opportunities for the community to be involved in pupils' and setting success.

## **2. SUBJECT APPLICATION**

As a teacher you should:

- 2.1. Plan, prepare and review SoWs and lessons, keeping lesson notes which show continuity and progression.
- 2.2. Help support the Head of Department in your department on the preparation and development of SoWs.
- 2.3. Set appropriately demanding expectations for each pupil; differentiation strategies are essential.
- 2.4. Employ a range of teaching strategies appropriate to the age, ability and attainment level of the pupils.
- 2.5. Select and use appropriate resources, including Information Technology.
- 2.6. Present lessons using clear language and in a stimulating manner, using a variety of teaching styles as appropriate.
- 2.7. Set and mark homework in line with Subject and School policy.
- 2.8. Contribute to the development of pupils' language and communication skills, with specific reference to ESL.
- 2.9. Set suitable work in the event of foreseen absence and other instances, wherever possible.

## **3. CLASSROOM MANAGEMENT**

As a Teacher you should endeavour to:

- 3.1. Create and maintain a purposeful and orderly environment for the pupils within your class.
- 3.2. Safeguard pupils' health and safety.
- 3.3. Ensure setting/grouping that is appropriate for particular learning purposes, i.e. whole class, pairs, small groups, individual.
- 3.4. Use appropriate sanctions and rewards in line with Subject and whole school policy.
- 3.5. Maintain pupils' interest and motivation.
- 3.6. Ensure that the classroom environment, facilities and equipment is respected by all pupils.
- 3.7. Maintain vibrant and informative displays in shared areas.
- 3.8. Order and maintain adequate stocks of teaching materials and resources, working within your delegated budget.

## **4. ASSESSMENT AND RECORDING**

As a Teacher you should endeavour to:

- 4.1. Identify the current level of attainment of individual pupils and refer to other information available in the school.
- 4.2. Judge how well a pupil performs against the standard expected of a pupil of that age and take remedial action if necessary.
- 4.3. Assess and record systematically the progress of individual pupils in line with Subject and whole school policy.
- 4.4. Mark work using the school's marking policy and give formative feedback to pupils



regularly on their progress.

- 4.5. Use assessment as a fundamental part of teaching.
- 4.6. Prepare pupils for public examinations; assessing, recording and reporting as required.
- 4.7. Plan, prepare and review assessments throughout the year.

## **5. TUTORING**

As a Tutor you have a responsibility to:

- 5.1. Promote the general progress and well-being of any group of pupils assigned to you.
- 5.2. Provide guidance and advice on educational and social matters and on their education and future careers, including information on sources of more expert help.
- 5.3. Make records of, and report on, pupils' personal and social needs.
- 5.4. Communicate and consult with parents.
- 5.5. Act as a mentor to all the pupils in your tutor group.
- 5.6 Provide information on pupil performance for parents through Parent Conferences.

## **6. PERFORMANCE MANAGEMENT**

You should:

- 6.1. Participate in arrangements for the appraisal of your own performance and that of others in your department.
- 6.2. Review from time to time your own methods of teaching.
- 6.3. Participate in further training and professional development, including training which aims to meet needs identified in appraisal objectives or statements.

## **7. WORKING TIME**

- 7.1. 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.
- 7.2. WAISHZ is a boarding school, and together with all members of the Academic staff you will be expected to undertake boarding duties.

## **8. CURRICULUM EXTENSION**

- 8.1. All WASHZ staff contribute to the extra-curricular and/or sport programme.
- 8.2. All WASHZ staff share in the extended life of the school.
- 8.3. During time gained due to alternative provision for pupils you may be directed to:
  - Develop/revise curriculum materials.
  - Assist colleagues in appropriate planned team teaching.
  - Provide additional learning support.
  - Undertake planned activities with pupils transferring to the school in August.

## **9. OTHER RESPONSIBILITIES**

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



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9.2. Contribute to events within the school community.

9.3. As may reasonably be required by a line manager in agreement with the Headmaster.

#### **ENSURING ACCOUNTABILITY**

As a teacher you should:

- Provide regular, comprehensive reports and formal and informal information on pupil performance.
- Contribute to the implementation and management of departmental statistical information on pupil attainment to establish benchmarking and calculate value-added.

#### **OTHER**

As a teacher you should:

- Support initiatives which motivate and promote team-building and helps to create a positive work environment.
- Remain abreast of trends and research in relevant areas.
- Work under significant time and operational pressures, and can coordinate a variety of projects simultaneously.
- Exercise judgment and discretion in handling sensitive and confidential issues.

#### **Candidate Profile:**

- Bachelor's degree in a relevant English field. A master's degree is preferred.
- 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.
- 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.
- 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.
- You have a good understanding of, and interest in developing academic best practices in the context of a secondary, cross-cultural institution.
- 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.
- 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.

#### **Child Safeguarding:**

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

The successful candidate will be required to:

- Attend in-house Child Safeguarding programmes.
- Promote and safeguard the welfare of all students in the school.



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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.
- Keep professional relationships with students where personal boundaries are respected and maintained.
- Seek advice from a Line Manager or School's Designated Safeguarding Lead with issues or concerns related to Child Safeguarding.
- 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.

**Requirements:**

- Obtain the International Child Protection Certificate (ICPC) or Chinese Non-Criminal Record prior to the start of contract.
- Formal proof of identity with photo ID.
- Two signed confidential references (of which, one must be the candidate's current supervisor) before the start of contract.
- Verification of original qualifications.

**How to Apply:**

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/>.

**Further Details:**

Full details of our school are available at [www.waisgc.com](http://www.waisgc.com).  
Any queries should be forwarded to the Head of HR: Ms. Euroda Wan ([careers@waishz.com](mailto:careers@waishz.com)).