

Job Description

Mandarin Teacher for Primary

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College Independent School Jakarta, 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 Independent School Jakarta (WCIJ)

Wellington College Independent School Jakarta is part of the Wellington College global network of schools, underpinned by over 160 years of educational excellence from the UK. The Jakarta campus will open in 2025, offering world-class international education for children from Nursery through to Secondary.

We aim to provide a unique combination of British academic standards and values while embracing the richness of Indonesia's cultural heritage.

Guided by the shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

SCHOOL INTRODUCTION

The Wellington College Independent School Jakarta campus is scheduled to open in 2025, offering a world-class modern facility to educate pupils from ages 2 to 18. Our campus will foster a large, inclusive, and nurturing community that celebrates the rich diversity of both Indonesian culture and global perspectives. Aligned with traditional Wellington Values, our education is rooted in academic excellence, complemented by exceptional pastoral care and a wide breadth of co-curricular opportunities.

Early Years at Wellington College Independent School Jakarta provides a bilingual learning environment, fostering strong language and communication skills through an effective pedagogy of play.

The Primary School programme of learning is based on the English National Curriculum, with a blend of the requirements of the Indonesian National Curriculum, sensitively integrated into purposeful and contextualized units of learning.

Opening in the future, the Senior School will offer IGCSE and IB learning pathways.

WORKING FOR WELLINGTON COLLEGE INDEPENDENT SCHOOL JAKARTA (WCIJ)

At Wellington College Independent School Jakarta (WCIJ), we are an inclusive community of passionate individuals committed to each other's growth and success. Grounded in the Wellington Values—Courage, Respect, Integrity, Kindness, and Responsibility—we foster an environment where ideas flourish, relationships are built, and futures are shaped collaboratively.

We empower our employees to grow, inspiring colleagues, opening new opportunities, and adding real value to everything we do.

At Wellington, our people are our greatest asset, and we take pride in the care and opportunities we provide for our employees. We offer an exceptional range of learning and development opportunities, including internal and external coaching programs, leadership development initiatives, and a wide array of academic and non-academic training courses designed to support career progression from middle leadership to senior leadership and beyond.

Our commitment to professional growth ensures that our staff are well-equipped to provide the highest quality education and support for our students.

Wellington College Independent School Jakarta is dedicated to making professional learning and personal development central to its ethos and approach. We fully recognise our responsibilities for safeguarding children, and our safeguarding policy applies to all staff, governors, and volunteers working within the school.

For more information about career opportunities and our commitment to staff development, please visit our careers page Wellingtoncollege.sch.id

Join us at Wellington College Independent School Jakarta, where we pioneer education to serve and help shape a better world.



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 RESPONSIBILITIES

JOB TITLE

Primary Mandarin Teacher

DEPARTMENT

Wellington College Independent School Jakarta (WCIIJ)

LOCATION

Indonesia

SUPERVISOR

Head of School

OBJECTIVES

A Mandarin Teacher at Wellington College Independent School Jakarta is an exciting role, with shared responsibility for supporting an inspirational Primary Mandarin programme, based on proven evidence of how children learn, and exhibiting high standards of classroom Practice. This person will be responsible for supporting young children's development and wellbeing and engaging positively and proactively in initiatives that support children's outcomes. They will be an ambassador for excellence in the Primary School and will be directly involved with the professional learning of classroom assistant teachers through effective performance development. They will play a key role in the future direction of the Primary School.

As a pioneer of learning and language acquisition in the Primary School, you will reflect constantly on your own practice to ensure a high-quality experience for all children, within an enabling environment. You will strive to provide for the unique child, understanding their context, and forming positive relationships with them and their families. You will be a model of excellence, and support colleagues generously to perform to the best of their ability. You will uphold the school values and put children's wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting, with equality of opportunity for all, and where each child is valued and feels safe and cared for.

You may be required to carry out duties not specified as and when requested by the School Leadership Team.

KEY RESPONSIBILITIES

Knowing Students and How they Learn

Wellington teachers are expected to have insightful and detailed knowledge of the developmental characteristics and learning needs of the children they teach. They also need to have expertise in meeting the wide range of individual learning and pastoral needs of international school children who come from diverse cultural, linguistic and educational backgrounds.

Plan for and implement effective learning and teaching

Wellington teachers are expected to have current knowledge of pedagogy in the age range they teach. They set high expectations, and challenging developmental learning goals for their children, using a variety of effective learning and teaching strategies, resources and digital technology to support their children in achieving these goals. They encourage their children to be independent, imaginative, creative and critical thinkers who are able to work well with others and form meaningful relationships.

Assess, provide feedback and report on children's learning and development

Wellington teachers are knowledgeable and effective users of assessment for supporting learning. They use a range of data measures and assessment strategies to inform their evaluation of children's progress which enables them to plan for learning, report accurately and effectively to parents, and to design appropriate intervention and support strategies.

Develop supportive and safe learning environments

Wellington teachers are committed to safeguarding and to promoting the welfare of children and young people. They ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.

Contribute to the corporate life of the school through the enrichment programme

Wellington teachers value a holistic education for every child, in order to allow them to explore and find their passions. Whether it's sports, music, languages or even finance, you will have a wealth of opportunities to offer your own additional expertise and share your own personal passions through our wide enrichment programme.

Demonstrate International-mindedness and Global Citizenship

Wellington teachers have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. They recognise the importance of developing our students to be ethical global citizens.

Engage Professionally in Learning and with the Community

Wellington teachers participate actively in professional learning and work collaboratively with colleagues to improve their practice. They hold themselves accountable to the highest professional standards in their interactions with colleagues, students and parents.

Developing the Mandarin Programme in the Primary School

- To plan, teach and assess Mandarin as set out in the mandarin programme by following the Wellington Mandarin approach
- To take part in the preparation for activities both inside and outside the classroom, creating and managing resources on behalf of the Primary School
- To maintain discipline in the manner agreed and set out in behaviour policy documents
- To attend the departmental meeting as directed by Head of School
- To attend Parents' Evenings and Open Days when appropriate

- To take part in the INSET programme
- To undertake supervisory duties
- To take all responsibilities of being subject teacher
- To take part in New year, Middle autumn and other Chinese activities
- To be willing to participate in the extra-curricular life of the pupils by organizing or being involved in an extra-curricular activity

In addition to the duties of class teacher:

- Attend community events and be an ambassador for WCIJ
- Contribute to the induction programme for new staff members
- Act with integrity and academic honesty with regards to assessment protocols
- Be a high performing practitioner
- Constantly seek to improve
- Promote excellence in everything we do
- Act as a role model of excellence and promote high standards of professional practice
- Support the leadership and development of the WCIJ

QUALIFICATIONS:

- Graduate qualified teacher
- Bachelor's degree in relevant subject area
- Master's degree in language acquisition, or teaching Mandarin as a foreign or native language preferred
- Evidence of further and ongoing professional development

EXPERIENCE:

- Minimum 5 years' experience in the area for which you are applying
- Successful experience in working with students in the age group you are teaching
- Demonstrated experience in inspiring students in a stimulating, enabling learning environment
- Previous experience in an international school preferred
- Experience in teaching with a range of English proficiency
- Experience of working in a high performing international school
- Demonstrated experience in using a variety of assessment and feedback techniques
- Demonstrated experience in raising achievement and setting aspirational targets
- Experience in developing quality relationships with families and carers

KNOWLEDGE AND SKILLS:

- Knowledge of conceptually driven curriculum
- Supporting and promoting effective language acquisition
- Ability to analyse student data and promote student achievement
- Demonstrated experience of the use of educational technologies and AI to promote learning
- An understanding of how the learning continuum flows through the School
- Excellent knowledge of the content and pedagogy required to work in the Primary School

PROFESSIONAL QUALITIES, ATTRIBUTES, VALUES AND CHARACTERISTICS:

- Commitment to supporting all aspects of our programme including extracurricular activities and contribution to school community
- Have a clear educational vision for the Mandarin programme based on evidence and experience
- Be absolutely passionate about improving learning and teaching, children, and pedagogy in the Primary School
- A determined advocate for language acquisition
- Be pupil focused – students are the at the heart of everything we do
- Intrinsically motivated and inspired to create a world class learning environment
- Action and outcome focused
- Excellent communication and interpersonal skills
- Show educational entrepreneurship – solve problems and innovate
- Professional generosity to develop others
- Manage time effectively and prioritise in a busy organisation
- Rise to challenges and be flexible
- Resilience
- Culturally respectful
- Community minded

TEACHING

The Mandarin Teacher in the Primary school will have a teaching commitment negotiated with the Head of School.

Wellington College Independent School Jakarta is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.