



WYCOMBE ABBEY SCHOOL

NANJING

威雅·南京

## Job Description: Academic Staff – General

<b>Position / Job Specification:</b>	WASNJ Academic Staff
<b>General Academic Staff Benefits:</b>	<p>An excellent international package of benefits including:</p> <ul style="list-style-type: none"><li>• Three-year contract;</li><li>• Accommodation in staff accommodation on-site or close to the school in Tangshan.</li><li>• Annual flight allowance;</li><li>• Relocation allowance;</li><li>• Medical insurance (including family) with Cigna (China)</li><li>• School fee remission – 100% for up to 2 children (foreign staff)</li><li>• All school meals provided for staff and family during term time</li><li>• Generous support for personal professional development locally, regionally and internationally</li></ul>
<b>General:</b>	<p>Wycombe Abbey School Nanjing (WASNJ) is situated just east of Nanjing city centre at the heart of the Tangshan Thermal Spring area. The site itself comprises two schools, a Lower School and an Upper School, providing exceptional education for students from EY through to Year 13 (Grade 12). The successful candidate will be expected to develop exceptional working relations with the leadership and teachers across the school. This is a unique opportunity to gain experience in a start-up school, with WASNJ opening in August 2021.</p> <p>Wycombe Abbey School Nanjing will be established as a private school enabling local Chinese nationals to enjoy the benefits of a Wycombe Abbey School education. The majority of the student body will be Chinese nationals studying a unique programme where an internationalised programme complements the Chinese National Curriculum. The students will be taught in both Mandarin and English so that they can graduate from the School with undergraduate levels of both Mandarin and English and thereby flourish at premium universities all around the world.</p>



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	<p>A Wycombe Abbey education guarantees much more than just academic success. Wycombe Abbey School Nanjing offers boarding to students from G1 through to G12 (Years 2 to 13) with outstanding facilities for learning, innovation and enterprise, performing arts and sport that are the hallmark of all schools in our Wycombe Abbey Schools Group. Students will be prepared for undergraduate life in universities all around the world and for an increasingly international workplace, with close personal attention paid to the development of each student's confidence, resilience, independence and character alongside the development of the collaborative skills required in life beyond school.</p> <p>The schools facilities are substantial, spread over a single campus site with the main academic building covering nearly 8000 sqm. The space includes teaching areas for both Lower and Upper School, library facilities, computer and design departments, a 600 seat, acoustically designed theatre, large music department with over 35 practise rooms and a dedicated recording studio. The facilities are outstanding and we will be looking to make our school programme a beacon of excellence within our school group and beyond. This position provides an exciting opportunity to shape the early phase of WASNJ's development.</p>
<b>Introduction:</b>	<p>An academic position at WASNJ will appeal to colleagues with a desire to make an impact on the school's early development, to influence and enhance our students school experience and to work alongside like-minded colleagues who have an equal desire to make an impact. You will need resilience, a flexible and growth mind-set and most importantly, approach the challenges that will invariably be experienced within a start-up school with positivity and creativity.</p> <p>This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.</p> <p>Job Descriptions will be reviewed once a year and it may be subject to modification at any time after consultation with The Head and the Head of Lower/Upper School.</p>



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### General academic staff responsibilities:

Important features and/or requirements of the job:

- Teach a weekly timetable of lessons as scheduled by the Head of Department or Whole School Director
- Be familiar with all the professional requirements that come with being a classroom teacher in accordance to the school's Teaching and Learning Policy
- Track and monitor the academic progress of the students in your class by conducting the required assessments as mapped out in the SOW
- Complete termly student reports and attend parents conferences as scheduled in the annual school's calendar
- Be involved in the staff rota of boarding house supervision on a weekly basis as directed by the Deputy Head Pastoral.
- Be involved in the ECA programme by offering to run or assist in running an activity for the students on a weekly basis
- Take part in the annual expeditions programme, which will consist of residential trips of up to a week, either domestically in China or further afield in neighbouring countries
- Attendance at extra-curricular events, parent information evenings, community events etc as requested by the Heads of Schools and/or Head of Department
- Represent the school at official functions as and when requested by the Head of Department.
- Teaching load as required and specified by Head of Department.
- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- Contribute to the development of the overall WASNJ vision and ensure that students, staff and parents all understand and subscribe to that vision.
- WASNJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to



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	share this commitment.
<b>General Requirements</b>	<ul style="list-style-type: none"><li>• The ability and willingness to inspire others; leading by example, role modelling the School's vision statement Leadership for a better world in relationships with students, colleagues and parents.</li><li>• An understanding of (and/or willingness to become familiar with) the Chinese Cultural norms, and the Mandarin and/or Chinese National curriculum.</li><li>• For Chinese Nationals - bilingual (Chinese and English) language abilities</li><li>• A willingness to work closely with our Chinese colleagues in a co-teaching and co-planning environment that is vital for the successful delivery of our integrated curriculum</li><li>• Appropriate teaching qualifications and experience.</li><li>• A strong commitment to high standards of WASNJ Teaching and Learning.</li><li>• A genuine commitment to the Safeguarding wellbeing and pastoral care of children.</li><li>• Interests and abilities that can enhance the School's extra-curricular enrichment programme.</li><li>• Excellent inter-personal skills with students, colleagues and parents.</li><li>• Excellent administrative, organisational, and ICT skills.</li></ul>
<b>Candidate Profile:</b>	<p>All academic staff are expected to:</p> <ul style="list-style-type: none"><li>• be a role model for students and staff across the whole school;</li><li>• be internationally minded;</li><li>• possess exceptional stamina and the flexibility to work beyond the constraints of a Job Description;</li><li>• be both a team player with clear communication and listening skills and a decisive decision maker with the initiative and energy to implement change in</li></ul>



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	<p>the defined areas of authority;</p> <ul style="list-style-type: none"><li>• have a full working knowledge of the English National Curriculum and understand (and some familiarity with) the predominant curriculum in Grades 1 to 9 will be the Chinese National Curriculum;</li><li>• have experience teaching children in which English is their second language</li><li>• have the ability and aspiration to attain high standards;</li><li>• have the ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, and Equal Opportunities;</li><li>• be skilled in managing meetings allowing an appropriate balance of information and discussion to prevail;</li><li>• maintain a high profile and daily presence with colleagues including regular attendance at break in the Staff Common Room;</li><li>• maintain close contact with members of the department and establish respectful working relationships with each through close collaboration on decision making;</li><li>• be collegiate in style, seeking to take every opportunity to involve teachers in the department in decision making;</li><li>• be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;</li><li>• demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;</li><li>• take initiative and act with decisive authority in the defined areas of responsibility;</li><li>• have strong ICT and data analysis skills;</li><li>• have effective mentoring skills;</li></ul>
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	<ul style="list-style-type: none"><li>• maintain up-to-date knowledge of best practice in teaching the subject, national curriculum developments, the details of courses offered by different exam boards, and changes in course requirements.</li><li>• Be highly motivated, ambitious and collaborative and willing to take initiative.</li><li>• Have high levels of honesty and integrity in aspects of their role.</li><li>• Demonstrate empathy, humility and genuine care about fellow colleagues, taking time to support, guide and motivate them.</li><li>• Be able to think strategically and drive improvements in teaching and learning.</li><li>• Maintain positive relationships with all staff.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status in China or internationally and evidence of relevant in-service training.</li><li>• Minimum of two years teaching experience</li></ul>
<b>Child Safeguarding:</b>	<p>Wycombe Abbey School Nanjing is committed to Safeguarding and Child Protection promoting the welfare of children. The successful candidate will be required to</p> <ul style="list-style-type: none"><li>• attend in-house Child Safeguarding programmes;</li><li>• promote and safeguard the welfare of all students in the school;</li><li>• report to the Child Protection Officer 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 Speak Out (Whistleblowing) Policy;</li><li>• keep professional relationships with students where personal boundaries are respected and maintained;</li><li>• seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding.</li></ul>
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• International Child Protection Certificate (ICPC) prior to the start of contract.</li><li>• formal proof of identity with photo ID (Passport).</li><li>• two signed, confidential references (one of which will be from the candidate's current headteacher) before the start of contract.</li></ul>



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	<ul style="list-style-type: none"><li>• Verification of original qualifications.</li></ul>
<b>How to Apply:</b>	Applications will only be accepted on the official Wycombe Abbey School Nanjing Application Form, which is available on the WAIS recruitment portal found on the website.
<b>Further Details:</b>	Full details of the school are available on our website at <a href="http://www.waisgc.com">www.waisgc.com</a> Any queries should be forwarded to the Head of HR ( <a href="mailto:recruitment@waisnj.com">recruitment@waisnj.com</a> ).
<b>The City</b>	<p>Nanjing is a thriving city of over 8 million people, the capital city of Jiangsu Province in east China.</p> <p>Situated in the Lower Yangtze River Valley and part of the Yangtze River Delta economic zone, one of the largest economic zones in China, Nanjing is the second largest commercial centre in that zone, after Shanghai. It is a hub for research, transportation and tourism and, like many major cities in China, the economy also focuses on electronics, automobile, petrochemical, iron and steel production.</p> <p>One of China's four ancient capitals, Nanjing is one of the few Chinese cities to have truly preserved its cultural heritage. The towering pagodas, well-preserved Ming Dynasty gardens and Confucian temples blend seamlessly with the modern city which continues to develop around them.</p> <p>Nanjing is home to many good universities and the highly-regarded Nanjing University was placed in the top five in the Times Higher Education's top five universities in China (2018). Nanjing is second only to Beijing in terms of the percentage of postgraduates living in the city. Perhaps unsurprisingly, it is considered a highly attractive destination for multinational corporations.</p> <p>Nanjing lies within China's subtropical monsoon climate zone and the weather is mostly subtropical and humid; however, the city does enjoy four distinct seasons: experiencing both extensive sunshine and welcome rainfall. With an average temperature in the summer months of 30°, spring and autumn are the most comfortable seasons, and this is when most people can be found outdoors, enjoying parks, lakes and hiking paths. Successful urban greening programmes have created an ecologically-friendly environment and have developed Nanjing into a comfortable,</p>



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	<p>attractive modern city.</p> <p>Located at the junction of "The Belt and Road Initiative", Nanjing has a highly-developed infrastructure of transport links. Although roads can be busy, the extensive highway network and convenient public transport options make travel easy. China's high-speed rail network connects Nanjing to most major cities within a few hours (Shanghai in just over an hour and Beijing in just over three). Nanjing Lukou International Airport offers routes to major destinations in China, Asia and around the world.</p> <p>Although Nanjing is developing quickly, the pace of life remains slower and the people are generally more relaxed than in China's first-tier cities. A truly international community, with a thriving expatriate population of around 20,000 people, Nanjing has the leading brands and creature comforts that you would expect of a large, international city. There are a variety of western and Asian restaurants and bars available across the city and, for day-to-day living, a range of western supermarkets to complement Chinese options. Local hospitals have some English-speaking staff.</p> <p>The school campus is located in the scenically beautiful Tangshan Hot Spring Resort area, but with excellent access to central Nanjing, Nanjing International Airport and Nanjing high-speed railway station.</p>
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