

Job Description

Secondary English 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 (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School introduction

Wellington College China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022 and 2023.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering IGCSEs and the IBDP in the high school to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils 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. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

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, and over 70% are female. 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 3 years running.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia's best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

Secondary English Teacher

DEPARTMENT

Academic

LOCATION

Shanghai

LINE MANAGEMENT

Department Head, Head of School

OBJECTIVES

The Hiba Academy Secondary English programme is designed to engage students in English language and literature and to develop not only the knowledge and skills of students but also to build more independent learners across the wider curriculum. In junior high (grades 6-8), we have created a tailor-made curriculum for our pupils to ensure language development and an understanding of literature while fostering a love of English language learning. We do this by engaging students in various texts that include fiction, non-fiction and poetry in each grade. In our burgeoning high school, the vast majority of our students study IGCSE English as a First Language and English Literature. The two-year IGCSE course enables students to better prepare for the IBDP programme. We also ensure that, for both IGCSE and IBDP, we offer CPD to help develop further develop our teachers.

As well as preparing for IGCSE and IBDP, the English department also offers a wide range of extracurricular activities for the students where English language lies at the centre. These primarily centre around different forms of debate, and we see them as an opportunity to further enhance our students' experience at Hiba Academy. The Hiba Academy English department's purpose is not only to develop the language and understanding of our pupils but to better prepare them for a world beyond Hiba Academy. We believe that through English, different cultures can be presented from different perspectives, broadening our students' minds. As a bilingual school, we understand the importance of language and culture in our student's futures.

KEY RESPONSIBILITIES

TEACHING AND LEARNING

- Set consistently high expectations and standards for all pupils.
- Contribute to the holistic wellbeing of all pupils and specifically to those assigned to your individual care.
- Demonstrate and make all pupils aware of the Hiba Academy vision statement, values and identity.
- Plan and deliver creative, engaging and well-planned lessons and units of work.
- Assess and report on pupil progress as per the school's reporting calendar.
- Provide intervention, support and challenge to pupils in your care and liaise with department leads as required.
- Participate in curriculum meetings and pastoral meetings with international and Chinese teachers. Contribute ideas during discussions.
- Monitor and evaluate the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression.
- Participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom.
- Be involved in developing, implementing and monitoring all school policies.
- Provide opportunities for the community to be involved in pupils' success.

HOME-SCHOOL COMMUNICATION

- Build and maintain positive and constructive relationships with parents.
- Present and share information regarding the curriculum.
- Share pupil information provided by parents with other teachers as required.
- Communicate with parents on a regular basis, as directed by the department head and the head of school.
- Attend parent meetings as required and provide accurate, honest information regarding the progress of individuals and how they can develop even further.

PROFESSIONAL INTEGRITY

- Maintain the highest standards of care, child protection and safeguarding at all times.
- Remain positive, professional and build good relationship with colleagues.
- Complete tasks on time.
- Provide cover for absent colleagues as and when deemed necessary by the head of school.
- Play a full role in the weekly co-curricular activities programme.

KEY RESPONSIBILITIES

- Provide cover for absent colleagues as and when deemed necessary by the head of school.
- Play a full role in the weekly co-curricular activities programme.
- Make a significant contribution to school assemblies, WeChat articles and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- Promote an ethos of equality and equal opportunities for all pupils within the setting.
- Protect the privacy of pupils, pupils' families and colleagues.
- Maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. Act always in a way that conforms to the school ethos and values and is in the best interest of the pupils.
- Set high expectations and standards for the achievement of pupils and your personal performance.
- Contribute as fully as possible to the annual calendar of school events, in whatever way possible.

PROFESSIONAL DEVELOPMENT

- Be familiar with recent developments in pedagogy and within your area of subject expertise.
- Approach task with a 'can-do' attitude and a willingness to take risks and try our new ideas and approaches
- Be willing to accept others' good ideas and share your opinions.
- Support the School Development Plan generally and in so far as it relates to own area of expertise.
- Attend and participate fully in school staff development activities offered by the school and the Wellington College China group

BASIC QUALIFICATION

- Holder of Bachelor Degree related to subject specialism
- Teaching certificate (such as PGCE)
- Native level English speaker
- Support for Hiba Academy Values and vision

EXPERIENCE

- A minimum of 2 years of teaching experience within the subject specialism at secondary school level

EXPERTISE

- Excellent subject knowledge
- Knowledge and experience of subject specialism at IGCSE and IB DP is an advantage

PREFERRED APTITUDES

- Be able to assess pupils' interests, needs and developments
- Be able to develop curriculum
- Open, proactive, patient and caring
- International and bilingual school work experience is an advantage

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.

从心, 致远。Be You. Be More.