



WELLINGTON COLLEGE  
BILINGUAL SHANGHAI  
惠灵顿(上海)双语幼儿中心

## POSITION: TEACHER

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### THE SETTING

At Wellington College Bilingual Shanghai, we appreciate that every child is a unique and able learner from birth. The heart of our vision is to ensure that Wellington College Bilingual Shanghai is the leading and most inspirational early years' education provider in Shanghai. It is our desire to afford every child the opportunity of growth and fulfilment in a setting which imbues the Wellington Identity: Inspiring, Individual, Independent, Inclusive, Intellectual and Wellington Values: Kindness, Courage, Integrity, Respect and Responsibility.

Wellington College Bilingual Shanghai represents a marriage of traditional values and evidence-based practice from the UK and China. We know that excellent early years' education provides children with an increased chance of success in school and later in life, thereby contributing to creating a society where opportunities are abundant. To this end, we are seeking to extend our team of motivated, dynamic and forward thinking professionals who will add something special to this exceptional early years' setting.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the English Teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

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思既往 明开来 **A PROUD TRADITION. EDUCATING FOR THE FUTURE.**

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## BASIC INFORMATION

<b>JOB TITLE</b>	Teacher	<b>DEPARTMENT</b>	Academic
<b>SUPERVISOR</b>	Supervisor Master		

## OBJECTIVES

To serve as a teacher for the Wellington College Bilingual Shanghai Early Year's setting. To provide pupils with exceptional and personalised learning opportunities that maximise development in the three prime and four specific areas of learning of the EYFS. To support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive.

## KEY RESPONSIBILITIES

1. Share a commitment to the successful implementation of the Vision, Mission and Goals of Wellington College Bilingual Shanghai
2. Support and fully participate in a culture that focuses on pupil and adult learning
3. Set high expectations and standards for the achievement of pupils and your personal performance
4. Provide educational experiences that ensure all pupil progress at their own pace, mapping development through learning journals and other reporting mechanisms to parents
5. Actively promote English and Chinese language development through a range of age-appropriate and personalised learning opportunities
6. Support a philosophy that values continuous learning for adults tied into pupil learning and other setting development goals
7. Use multiple sources of data to analyse and monitor achievement in order to ensure that learning is personalised
8. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care
9. Contribute to promoting the development of the Wellington Aptitudes; Linguistic, Moral, Physical, Logical, Social, Spiritual, Cultural and Personal, across all aspects of the early years' curriculum
10. Model and promote Wellington values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity: inspired, intellectual, independent, individual, inclusive
11. To keep records pertaining to the children via learning journals and to ensure that these records are shared with colleagues and available for inspection by senior leaders
12. Provide opportunities for the community to be involved in pupils' and setting success
13. Celebrate the achievements of all pupils within the setting through a number of methods
14. Promote an ethos of equality and equal opportunities for all pupils within the setting
15. Maintain the highest standards of care, child protection and safeguarding at all times
16. Contribute to increasing enrolment in line with the objectives and development plan of the setting

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## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Bachelor's degree and relevant teaching qualification
	<b>Major</b>	Education
	<b>Language</b>	Fluent written and spoken English / fluent written and spoken Chinese & English depending upon post
<b>EXPERIENCE</b>	<b>Working Experience</b>	2 years and above of relevant early years' education experience
	<b>Management Experience</b>	

## CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS

- Accept responsibility for the development and achievement of pupils
- Guide the learning opportunities toward the implementation of learning intentions and execution of personalised learning needs of each pupil
- Demonstrate effective planning and organisation for learning by: for example having lesson plans available at least one week in advance to assist in case of absence; recording attendance as required; tracking and submitting pupil achievement and progress data accurately and in timely manner; create a learning environment that actively promotes and contributes to age-specific learning
- Motivate pupils to stretch their level of ability and potential through engagement with a stimulating learning environment, effective and professional relationships, active participation in learning and constructive and supportive feedback; set high expectations; and demonstrate sensitivity to different learning / personal needs
- Design learning opportunities and instructional experiences that meet the needs and stimulate active learning by all pupils
- Select appropriate materials for implementation of the bilingual curriculum and adapt materials and methods to the learning needs of all pupils
- Use resources effectively to support learning in the classroom, the learning spaces and the community
- Demonstrate exceptional pedagogy which demonstrates: the art of questioning, clarity of learning expectations, communication in large and small groups and with individual pupils, an atmosphere of mutual respect, independent thought and expression, and pupil and teacher experiences
- Work cooperatively with parents and generate trust and confidence in the learning experience of pupils
- Demonstrate high levels of personal and pupils expectations
- Participate in the development of policies and regulations that affect instruction and conditions for success
- Use technology effectively for learning, record keeping, other administrative tasks, and communications

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## CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS

- Share responsibility for professional, co-operative staff relations. Serve, when asked, as a mentor for other staff members
- Adhere to professional, ethical principles
- Continually strive to improve the learning spaces, learning opportunities, teaching / facilitating techniques, and interpersonal relationships
- Share responsibility for marketing the Wellington College Bilingual Shanghai in the community
- Display personal qualities that reflect favourably upon the setting
- Display pride in being a teacher and a member of the Wellington College Bilingual Shanghai team by displaying full participation in the setting's culture
- Attend all team meetings and committees as necessary
- Identify and participate in professional development opportunities and contribute to a professional learning community dedicated to ensuring the highest quality learning experience
- Be familiar with and support the management team in the effective implementation of the setting's Health and Safety policy
- Adhere to all procedures and policies as outlined in the Staff Handbook
- Promote an understanding of the culture and heritage of China and display professional conduct in line with the culture and religious expectations of the country
- Perform various assigned responsibilities as instructed by the management, of other employees in their absence; e.g. covering classes

## PREFERRED APTITUDES

- Excellent written and oral communications skills
- Exhibit outstanding early years and pedagogical knowledge
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner
- Make sound decisions within the parameters of authority
- Be courteous, professional and tactful at all times
- Maintain a positive working relationship with colleagues, parents, pupils and community
- Motivate and create a shared vision within the setting's community
- Be respected as an adult learner and as an individual
- Serve as a role model who acknowledges through actions and behaviours the critical value of human relationships in achieving personal and professional goals and organisational purpose
- Strong skills in Microsoft Office (Excel and PowerPoint) and database systems
- Excellent communication skills with a diverse range of people and interpersonal skills
- Ability to multi-task and prioritise
- Ability to work to tight timelines
- Strong track record of solving complex problems, strategic thinking and delivering significant impact
- Personal integrity, accountability and credibility
- Strong mind-set for continuous improvement to meet or exceed expectations

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Disclaimer: This description is intended to indicate the kinds of tasks and levels of work that will be required of this position. It is not intended to limit, or in any way to modify, the right of the Master, or designated leader, to assign, direct or reassign duties and responsibilities at any time. Additional information will be provided in the Staff Handbook and through staff induction.

Applicants are invited to submit all relevant documents by the date stated below. Following shortlisting, candidates will be invited for interview within four weeks of the deadline date. Please submit CV and cover letter, together with an application form (available to download from [www.wellington-shanghai.cn](http://www.wellington-shanghai.cn)) in English and email to [jobs.bilingual@wellingtoncollege.cn](mailto:jobs.bilingual@wellingtoncollege.cn). Interviews for the post will take place early in 2017. Please note that any application with missing materials will not be considered.

**Application deadline: Wednesday 30th November 2016**

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