



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

POSITION: SPECIALIST MUSIC TEACHER

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.

As an institution, 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 be inspired, individual, intellectual, independent and inclusive is the outcome of a Wellington College education.

Learning Through Song forms an integral part of our Early Years' curriculum and to this end, we are looking to add to our team of motivated, dynamic and forward thinking professionals. We are seeking to appoint a specialist Music Teacher (Early Years) who will add something special to this exceptional early years' setting and develop an inspiring music curriculum to run alongside our creative thematic curriculum. Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Specialist Music 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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BASIC INFORMATION

JOB TITLE	Specialist Music Teacher	DEPARTMENT	Academic
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 by mapping development
5. Actively promote English and Chinese language development through a range of age-appropriate and inspiring learning opportunities
6. Support a philosophy that values continuous learning for adults tied into pupil learning and other setting development goals
7. Contribute to the holistic well-being of all pupils and specifically to those assigned to your individual care
8. Model and promote Wellington values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity: inspired, intellectual, independent, individual, inclusive
9. 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
10. Provide opportunities for the community to be involved in pupils' and setting success
11. Celebrate the achievements of all pupils within the setting through a number of methods
12. Promote an ethos of equality and equal opportunities for all pupils within the setting
13. Maintain the highest standards of care, child protection and safeguarding at all times
14. Contribute to increasing enrolment in line with the objectives and development plan of the setting

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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree and relevant teaching qualification
	Major	Music Education
	Language	Essential: fluent written and spoken English Preferable: fluent written and spoken Chinese
EXPERIENCE	Working Experience	2 years and above of relevant early years' education experience
	Management Experience	

CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS

- Develop a music (Learning Through Song) curriculum to support the creative themed curriculum at Wellington College Bilingual Shanghai
- Support in the training of the wider academic team
- Lead Learning Through Song sessions daily
- Develop a planned schedule to promote learning through the various components of music
- Work alongside the academic team to support thematic learning
- Accept responsibility for the development and achievement of all pupils
- Guide the learning opportunities toward the implementation of learning intentions
- 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
- 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 music curriculum
- Use resources effectively to support learning and bring the music learning space to life
- 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
- Use technology effectively for learning, record keeping, other administrative tasks, and communications

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CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS (SPECIFIC TO THE WIDER SETTING)

- Share responsibility for marketing 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
- 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
- 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

CHARACTERISTIC DUTIES AND PERFORMANCE STANDARDS (PREFERRED APTITUDES)

- Excellent communication skills with a diverse range of people and interpersonal skills
- Exhibit outstanding early years' 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 always
- 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
- 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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POSITION: TEACHER

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.

Successful candidates will have an exceptional opportunity to contribute to the learning and development opportunities of the pupils of Wellington College Bilingual Shanghai. Applicants are invited to submit relevant documents by the date stated below. Following shortlisting, candidates will be invited for interview and teaching demonstration (where required).

Please submit CV and cover letter, together with an application form (available for download from <http://www.wellingtoncollege.cn/bilingualshanghai/en/join-our-team>) in English and email to jobs.bilingualshanghai@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

The closing date for this post is Monday 20th February 2017.

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