



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU

POSITION: Performing Arts Teaching Assistant & Administration

ABOUT US

Wellington College Hangzhou is committed to providing world-class educational opportunities in the city of Hangzhou. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

Huili School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.



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BASIC INFORMATION

JOB TITLE	Performing Arts Teaching Assistant and administration	DEPARTMENT	Academic
SUPERVISOR	Director of Performing Arts		

OBJECTIVES

Huilu School Hangzhou is seeking an experienced Performing Arts Teaching Assistant and administration to play a key role providing teaching support for teachers, students and the Performing Arts Department.

MAIN PURPOSE

The Performing Arts Teaching Assistant and administration works collaboratively with the music, drama and dance teachers to provide education to pupils based on the Wellington College philosophy and ethos. He/she must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The Performing Arts Assistant must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

Additionally, the Performing Arts Teaching Assistant and administration ensures the smooth-running of the Performing Arts Department by providing full and comprehensive administrative support to its staff as required. Autonomous, determined and professional behavior will be key features of the post-holder's practice, and these will be consistently demonstrated at all times. This individual will need the ability to prioritise and show initiative to look after the Performing Arts department equipment, instruments, rooms and materials. They must have very good knowledge and understanding of various musical instruments like guitars, bass guitars, ukuleles, pianos, drum set/kit and classroom instruments (tuned and untuned percussion: glockenspiels, xylophones, metallophones, maracas, etc.); equipment like amplifiers, microphones, sound decks, electronic instruments and cables.



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Furthermore, he/she must be well skilled in the use of Windows software (PowerPoint, Word, Excel, OneNote, Teams, Media Player, Publisher) and Apple Macs. This role therefore required understanding of musical instruments and the ability to play a musical instrument is desirable, but not essential.

KEY RESPONSIBILITIES:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.



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- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general administration support e.g., administer coursework, produce worksheets for agreed activities etc.
- Preparation of musical instruments, equipment or any material related to Music, Dance and Drama lessons as informed by the Director of Performing Arts, Head of Music, Head and/or Head of Dance and Drama.
- Responsible for keeping a record of all musical instruments, equipment and materials in the Performing Arts department.
- Arranging and liaising stock for the Performing Arts department to the Director of Performing Arts, Head of Music, Head and/or Head of Dance and Drama.
- Able to use Microsoft Software to assist with forms, letters and communication from the Performing Arts department to the school community (teachers, students, parents, etc).
- Able to use Apple Macs in Music IT Lab and keep equipment and software up to date.
- Ensure that all classrooms, recital rooms and common areas in the Performing Arts department are kept organised, stocked and ready for the use of teachers, students and school community.
- Look after the Performing Arts displays and assists teachers in its design and set up.
- Complete regular risk assessments for all musical instruments and equipment in the Performing Arts department.
- Support the Performing Art department in the facilitation of the SA programme.
- To print, copy and distribute material as instructed by the Performing Arts team.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aim s of the school



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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education:	Bachelor's Degree or above.
	Major:	Music related subject would be preferable.
	Language:	Chinese with good communication skills in English.
EXPERIENCE	Working Experience	A minimum of 2 years working experience in related areas.
EXPERTISE	<ul style="list-style-type: none"> • Experience of use and care of musical instruments and equipment. • Experience in music technology and equipment. • Experience in Microsoft Software and Apple Macs. • Ability to work well with a diverse team. • A proactive work ethic and ability to work in a busy environment. • Ability to prioritise and be proactive at all times. • Degree or equivalent professional qualification. 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Demonstrating practice that always represents the five core values of Huili (courage, integrity, kindness, respect and responsibility). • International and bilingual school experience is preferred. • Cross-cultural working experience is preferred. • Strong passion for the education industry and performing arts. • Detailed-oriented and disciplined in time management. • Warm, helpful personality. • Strong mind-set for continuous improvement to meet or exceed expectations. • Excellent computer and practical skills. • Hard working and positive disposition. • Good sense of humour. • Ability to work with graphics. 	

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.