



WELLINGTON COLLEGE
CHINA
惠灵顿(中国)



杭州市萧山区惠立学校
HUILI SCHOOL HANGZHOU

POSITION: I:I Learning Support Assistant

ABOUT US

Wellington College Hangzhou offers a world-class bilingual and international 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 A-Levels curriculums further up the school. Wellington College 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	I:I Learning Support Assistant	DEPARTMENT	Academic Pastoral
SUPERVISOR	SENCo		

OBJECTIVES

The I:I Learning Support Assistant works collaboratively with an international team to provide education to the pupils from a range of age groups, based on the Wellington College philosophy and ethos. The I:I Learning Support Assistant must support individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. They 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.

MAIN PURPOSE

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

KEY RESPONSIBILITIES:

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about Pupil Passports (PPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil

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2. To establish supportive relationships with the pupil concerned.
 3. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
 4. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
 5. To support the pupil in developing social skills both in and out of the classroom.
 6. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
 7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
 8. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities, etc.
 9. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
 10. To be aware of confidential issues linked to home/pupil/teacher/school and to keep these confidential.
 11. To contribute towards reviews of the pupil's progress as appropriate.
 12. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
 13. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
 14. To accompany teacher and pupils on educational visits.
 15. To provide individual support, as required, during examination sessions (if trained).
 16. To effectively communicate with the child's parents to inform them of any incidents that may have happened that day.
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JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree
	Major	Education and/or Psychology related
	Language	Bilingual (Chinese and English)
EXPERIENCE	Working Experience	Preferably a minimum of 2 years working experience in education
PREFERRED APTITUDES		<ul style="list-style-type: none">• Be able to assess pupils' interests, needs and developments• Display the Huili Values• Proficiency in Microsoft Office• Cross-cultural working experience is preferred

Please submit CV and cover letter, together with an application form (available to download from <https://www.wellingtoncollege.cn/career-opportunities/>) 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.