



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Teacher of Chinese for First and Second Language Chinese

Basic Information

JOB TITLE	Prep School teacher of Chinese First & Second Language Chinese		
DEPARTMENT	Chinese Department	SUPERVISOR	Director of Chinese Studies and Head of First Language Chinese

Main Tasks:

- Mainly teach Chinese to pupils of native level from Yr3 to Yr8, but has the ability to teach all year groups from Yr1 to Yr13
- Display a high standard of professionalism in teaching
- Teach Chinese to pupils as set out in the Chinese curriculum
- Keep up to date with curriculum development
- Take responsibility for curriculum delivery in line with school and departmental policies and procedures
- Participate in compiling textbooks and curriculum development
- Record students' learning experience ^[L]_[SEP]
- Maintain an ongoing formative assessment program
- Write reports on pupils' performance in English
- Promote positive communication with parents and the community
- Plan activities both inside and outside the classroom
- Attend departmental meetings, Parents' Evenings and staff meetings as required
- Participate in school events

Qualifications:

- Bachelor Degree (or above) graduate in Chinese Language & Literature
- Teacher Certificate of Teaching Chinese
- Excellent new graduates welcome to apply
- Good command of English in listening, speaking, reading and writing
- Be highly motivated, creative and collaborative



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General expectations and duties of staff at Wellington

The following are general expectations and duties required of all Wellington staff:

DIRECTED TIME: To ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.

PUNCTUALITY: To set high standards with regard to punctuality and to insist on the same from the pupils. To encourage good time-keeping amongst the pupils, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.

COLLEGE RULES: To apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the College rules.

STANDARDS: To maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. To act always in a way that conforms to the College ethos and values and is in the best interests of the pupils.

SAFETY: To emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. To communicate to the pupils that they must take a responsible attitude to equipment and materials, with which they have been provided, and that they will be punished and possibly charged for damage inflicted upon College property.

DRESS: To maintain smart and professional standards of appearance.

MONITORING: To monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression. To participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. To submit books, records or planning as required for monitoring by colleagues.

COMMUNICATION: To communicate with housemasters on a regular basis and, if appropriate, parents, as directed by the Head of School and the Principal. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Principal and the Head of School.



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RECORD KEEPING: To maintain all the relevant College records, and ensure they are provided/delivered at the stipulated time. To keep all records relating to the pupils' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Humanities, the Head of School and the Principal.

CURRICULUM POLICY: To be involved in developing, implementing and monitoring all College policies regarding courses taught, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Humanities.

DISPLAY: To ensure that the examples of the pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the Senior and Prep Schools. To ensure that these displays are changed regularly.

CLASSROOM APPEARANCE: To ensure that the classroom and adjacent corridors etc. are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be prepared to give a short explanation of lesson content and displays etc.

HOMEWORK: To oversee and implement Homework policies for all classes taught.

DUTIES: To carry out duties in the Senior or Prep school as required and timetabled by the Head of School and the Principal. This will include playtime supervision, lunchtime supervision and after-school supervision.

COVER: To provide cover for absent colleagues as and when deemed necessary by the Head of School.

STAFF DEVELOPMENT: To attend and participate fully in Wellington College Staff Development and CPD programmes. To attend staff meetings and briefings as and when required by the Head of Department.

MANAGEMENT OF RESOURCES: To assist with the resourcing of History and to work with the Head of Humanities in drawing up the annual order.

COLLEGE DEVELOPMENT: To support the College Development Plan generally

CO-CURRICULAR ACTIVITIES: To play a full role in the weekly extra-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Principal and the Head of School.

ASSEMBLIES: To make a significant contribution to College assemblies, and newsletters, and by so doing highlight developments in teaching and learning



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COLLEGE EVENTS To contribute as fully as possible to the annual calendar of College events, in whatever way possible.

Further information about this post can be obtained from the Head of Prep School
helena.hicks@wellingtoncollege.cn

Deadline: 20 April 2021
