



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## **Early Years Physical development/PE specialist (Nursery and Reception) – Job Description**

Physical Play and development 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 teacher to our new Early Years centre, that is due to open in August 2019. They will work alongside Early Years class teachers and other specialist teachers to develop an inspiring physical curriculum to run alongside our creative thematic curriculum. Within a culture of shared vision, mutual respect, open communication and inclusive practice, the specialist teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

**TO WHOM RESPONSIBLE:** Head of Early Years/Principal

### **MAIN PURPOSE**

To ensure that the highest standards of care, education and supervision are maintained within the Wellington College International Shanghai Early Years Centre. To provide the highest quality of care within the practices set down by the College.

### **MAIN TASKS**

The post holder will assume responsibility for the safe care and physical education for the children placed in his/her charge. To provide pupils with exceptional learning opportunities through the multi-faceted entity of physical play that promote development in the areas of learning of the EYFS.

This will include discreet PE lessons, as well as supporting teachers with their own physical development teaching needs. They will also be required to take swimming classes at the main campus.

**EXPERIENCE:** The person would be expected to have qualified teacher status with good experience of Early Years in previous roles. They may be a qualified EY teacher or someone whose teaching focus has already been within the PE sector. A facility with all aspects of the Early Years Development Matters and related Early Years documentation and practice would be needed. Experience of working within an Early Years setting that is connected to a through school would also be an advantage.

**EDUCATION:**

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- 1) To develop educationally the children by following the Early Years academic programme, as outlined by the Head of Early Years.
- 2) To plan and organise activities to meet the learning and development needs of the class as a whole and each individual.
- 3) To keep up-to-date with relevant childcare and educational issues.

**ENVIRONMENT:** To ensure that the Early Years environment is warm and welcoming for both children, staff and parents. To assist the Head of Early Years in ensuring it is safe and secure and that the space is well-organised and used appropriately.

**SAFETY:** To ensure that the safety of the children remains central in all we do. To remain aware of the constantly developing abilities of the children and to ensure that appropriate safety measures are applied to avoid dangerous situations.

**HEALTH:** To maintain and promote high standards of health and hygiene, thereby helping to prevent the spread of any infection within the Early Years centre. To adhere fully to College policies for health and hygiene.

**CURRICULUM POLICY:** To support the learning programme within the Early Years Centre by following the Early Years curriculum and relevant physical education practices, as directed by the Head of Early Years.

To keep records pertaining to the children via learning journals and to ensure that these records are shared with colleagues.

**STAFF DEVELOPMENT:** To participate when required in Wellington College Staff Development and INSET and to attend staff meetings and briefings as required, some of which may be outside normal working hours.

**MANAGEMENT OF RESOURCES:** To assist the Head of Early Years by keeping him/her fully informed of the condition and quantities of physical development resources held by the Early Years Centre.

**COLLEGE DEVELOPMENT:** To support the College Development Plan so far as it relates to the Early Years Centre and the continuing maintenance and improvement of premises in other areas of the College.

**PROFESSIONALISM:** To maintain the highest levels of professionalism as demanded of all

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employees of Wellington College International Shanghai. To ensure that communication and interaction with children and their parents is always beyond reproach.

**COMMUNICATION:**

- 1) To maintain an open, honest flow of information to parents regarding the physical development of their children.
- 2) To attend Parents' Evenings as required
- 3) To report to the parents in the form of written reports twice yearly, or as required by the Head of Early Years.
- 4) To liaise with the PE department on the main campus, especially regarding use of its facilities.

**MAJOR EVENTS IN THE EARLY YEARS CALENDAR:** To participate in all major events relating to the Early Years Centre like Open Mornings, Sports Days.

**MISSION STATEMENT:** To make all children aware of the Wellington College vision and aims, its five values and the Wellington Identities. Furthermore, display them in an informative way in the Early Years Centre.