WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

# POSITION: Prep Science Teacher (Years 6-8)

## MAIN TASKS:

We are looking for a passionate, creative, innovative, flexible and considerate person to teach within the ever-expanding provision of Science at Wellington College International Shanghai. You will be a highly skilled classroom teacher who inspires pupils of different ages to achieve their best within this exciting and well supported area of the College.

Experience of successfully following and developing a curriculum is a necessity. Experience of teaching years 6 to 8 is essential and experience of teaching senior school or IB would be highly desirable. In addition to the main teaching and management responsibilities, a proven ability to deliver co-curricular aspects of Science is essential.

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| Basic Information | | | |
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| **JOB TITLE** | Prep Science Teacher (6-8) | **DEPARTMENT** | Academic |
| **SUPERVISOR** | Head of Prep Science | | |
| **MAIN PURPOSE:** To assume responsibility for teaching Science | | | |

## KEY RESPONSIBILITIES:

- To teach Science, modelling best practice in all aspects of classroom delivery, assessing pupil outcomes and progress, and implementing interventions whenever necessary.
- To demonstrate an enthusiastic and committed approach to teaching within the department.
- To understand and embrace new developments within Science in planning and implementing an exciting, engaging and contemporary curriculum, incorporating aspects of working scientifically with a focus on the importance of practical work.
- To advise the Head of Department on all matters connected with the delivery of Science across the College and to liaise on resourcing, curriculum issues, exhibitions, whole school projects and CCAs.
- To undertake curriculum development and contribute to relevant areas of College policy making.
- To produce Science Development Plans when required.
- To undertake regular audits and quality assurance/control within your teaching of Science.
- To keep up-to-date with curriculum development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To ensure the effective implementation of College policies.
- To identify and exploit opportunities for pupils to develop their appreciation of and engagement with the College's values, through their experience in Science.

- To establish and maintain the highest expectations of all pupils, with regard to their progress, engagement and appropriate use of the department's resources & facilities.
- To prepare individual and group reports and analyse and report on summative data.
- To demonstrate high standards of professionalism and pastoral care when interacting with pupils.
- To monitor and evaluate progress towards meeting pupil targets.
- To make sure that the facilities are used in the most effective way to meet the needs of all pupils and of the College.
- To promote and lead on the delivery of all co-curricular Science activities at the College.
- To support co-ordination and efficient use of the department's resources, giving support and guidance to relevant staff / technicians.
- To advise the Head of Department as to where additional resourcing may be needed for Science
- To ensure that all Health and Safety policies in Science are adhered to and systems are implemented according to the Chinese and UK regulations and standards.

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 or the Head of Department.

- ASSESSMENT: To assess regularly the pupils' work by means of formal and informal termly/half-termly assessment, as directed by the Head of Department, the Heads of School and the Master. To communicate with the Head of Department regarding any pupil whose progress or behaviour gives cause for concern.

- COMMUNICATION: To communicate with housemasters on a regular basis and, if appropriate, parents, as directed by the Head of Department, the Heads of School and the Master. 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 Master and the Heads of School.

- 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 Department, the Heads of School and the Master.

- 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 Department.

- 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 Prep and Senior School. 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 the Senior School and Prep School Homework policy for all classes taught.

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- DUTIES: To carry out duties in the Senior or Prep school as required and timetabled by the Heads of School and the Master. 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 Master.

- 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 and to work with the Head of Department in drawing up the annual order.

- COLLEGE DEVELOPMENT: To support the College Development Plan generally and in so far as it relates to the teacher's subject area.

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 Master and the Heads of School.

- ASSEMBLIES: To make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by pupils in the subject.

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