WELLINGTON COLLEGE
BILINGUAL SHANGHAI
上海浦东新区民办惠立学校

POSITION: KS1 English Teacher

Basic Information			
JOB TITLE	KS 1 English & IPC Teacher	**DEPARTMENT**	Academic
LOCATION	Shanghai	**POSITION TYPE**	Full-time
SUPERVISOR	Chinese Principal, Head of Primary, Head of Junior High		
ANNUAL LEAVES	According to School Calendar		

OBJECTIVES

The teacher works collaboratively with the head of English & IPC and other colleagues to provide education to pupils based on the Wellington College philosophy and ethos. The teacher must support each individual pupil's growth and development, encouraging them as Wellingtonians to be inspired, intellectual, independent, individual and inclusive. The teacher 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

The teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- manage, monitor and direct staff as appropriate.

KEY RESPONSIBILITIES:

The successful candidate will play a key role in the development of English & IPC curriculum at Wellington College Bilingual Shanghai. The College is looking for a candidate who would relish the challenge of establishing the subject in a new school.

The English & IPC teacher will have the responsibility for the planning and teaching of the subject to the designated class. The teacher will ensure that the subject is delivered in a way that provides

coverage, progression and continuity. The teacher will also be required to carry out other such duties as the Head of Primary or the Head of Junior High may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that an excellent learning environment is provided for the learning of English & IPC, and that the students develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and co-ordinated manner with due regard to the ability of the students and the curriculum targets of the particular year group.

English & IPC Teacher (with responsibility as class room teacher)

The teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide stimulating learning environments, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- undertake all reasonable duties when requested by the Senior Leadership Team:
- act as a point of contact for one 'home' class. Undertaking the normal pastoral duties this entails.

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JOB QUALIFICATIONS

BASIC QUALIFICATION	• Qualified Teacher Status Desirable: Evidence of additional training and commitment to further professional development. And an English based qualification • Support Wellington Value	
EXPERIENCE	**Working Experience**	The teacher should have experience of: • Whole class teaching at English Key Stage 1 level In addition, the teacher might have experience of: • teaching at English Key Stage 2 level; • working in a bilingual school, • working outside of the UK as a class teacher, • working in partnership with parents.
KNOWLEDGE AND UNDERSTANDING	The teacher should have knowledge and understanding of: • the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • the monitoring, assessment, recording and reporting of pupils' progress; • the principles around Equal Opportunities, Health & Safety, SEN and Child Protection; • the positive links necessary within school and with all its stakeholders; • high standards of classroom management; • impact of the learning environment upon children & staff; • how to ensure children & colleagues stay safe; • effective teaching and learning styles. In addition, the teacher might also have knowledge and understanding of: • knowledge & experience of Read, Write Inc phonic scheme (OUP) /Literacy & Language programmes; • the links between schools, especially partner schools.	
SKILLS	The teacher will be able to: • Actively promote and demonstrate the Wellington College's ethos, values and aims positively, • use effective strategies to monitor motivation and morale; • develop good personal relationships within a team; • establish and develop close relationships with parents and the community; • communicate effectively (both orally and in writing) to a variety of audiences; • to attend out of hours events;	

	• work with other adults in the classroom in planning and delivering high quality learning, • create a happy, challenging and effective learning environment. In addition, the Class Teacher might also have: • a strong interest in an appropriate activity that may be a focus in co-curricular activity sessions.
PERSONAL CHARACTERISTICS	Approachable Committed Enthusiastic Positive Organised Resourceful Team player