



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Early Years Teacher

Basic Information

JOB TITLE	Early Years Teacher	DEPARTMENT	Academic
LINE MANAGER	Head of Early Years/Principal		

CORE ROLE:

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 education within the practices set down by the College.

MAIN RESPONSIBILITIES:

The post holder will assume responsibility for the safe care and education for the children placed in his/her charge ensuring that the child's emotional, physical, social and intellectual development are promoted.

- EDUCATION:
 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 high quality 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.



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- **ENVIRONMENT:**

To ensure that the Early Years environment is warm and welcoming for both children, staff and parents. To develop high quality environments that are natural, age-appropriate, challenging and follow the children's interests and needs. 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 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 Nursery. 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, as directed by the Head of Early Years.

- **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.



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- **MANAGEMENT OF RESOURCES:**

To assist the Head of Early Years by keeping him/her fully informed of the condition and quantities of 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 and accommodation in other areas of the College.

- **PROFESSIONALISM:**

To maintain the highest levels of professionalism as demanded of all 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, social, intellectual and emotional 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.

- **MAJOR EVENTS IN THE EARLY YEARS CALENDAR:**

To participate in all major events relating to the Early Years Centre like Open Mornings, Sports Days.



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- **NEWSLETTERS:**

To make a contribution to College newsletters, where appropriate and/or asked to by the Head of Early Years.

- **MISSION STATEMENT:**

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