



WELLINGTON
COLLEGE
PREP

JOB DESCRIPTION

Job Title:	Primary Teacher – Maternity Cover
Date:	March 2025
Department:	Academic
Reports To:	Deputy Head Academic

Purpose of the Position:

The purpose of this position is to provide exceptional education, care, and preparation for life for all students, in line with the Teacher Standards. The role involves contributing fully to the school community by upholding its mission, ethos, and values, while setting a positive example for staff and students. Working collaboratively with both teaching and support staff, the role aims to enhance teaching and learning, raise student achievement, and foster motivation among both staff and pupils. Additionally, the role involves maintaining high academic and wellbeing standards, actively contributing to the enrichment curriculum, and serving as a tutor.

About Wellington College Prep (WCP)

WCP is predominantly a day school with around 70 boarding beds for flexi, weekly and bi-weekly boarders. The school aims to offer the best preparation for pupils, with a broad co-curricular experience, to enable them to go on to Wellington College or similarly high achieving schools. Our vision is ‘to prepare every child to flourish and succeed throughout their lives’.

The School is located on the south-eastern corner of The Wellington College estate, which is nestled in 32 acres of Berkshire countryside, WCP provides the ideal environment in which to grow up, foster a love of learning and create lifelong childhood memories. Our fundamental belief is that every child is unique and that they all have their own special talents which they enjoy and excel at, and the school’s outstanding facilities and teaching provision help immerse pupils in limitless opportunities. Inspiring a lifelong love of learning is key to our teaching.

Main Tasks and Responsibilities:

A key focus of primary teaching jobs is to enable pupils to develop their cognitive, verbal and numerical skills by encouraging them to actively participate in classroom activities through creative teaching strategies. In addition to the general duties outlined in the Purpose of the Position, day-to-day duties as a primary teacher will include:

- Planning appropriate lessons and materials to meet **national curriculum** guidelines, keeping up to date with changes.
- Creating engaging lessons to involve pupils of all abilities, coordinating with colleagues and TAs where needed, sharing resources and good practice, lesson observation, collaborative teaching and mentoring.
- Setting up the classroom, organising displays and equipment, using a mix of resources to enhance pupil’s exploration of the topic.
- Using different teaching methods, including whole class, group work, independent research, demonstrations, experiments and play, to motivate and encourage interaction in the class.
- Encouraging children to work together to achieve goals.
- Providing help and support to individual pupils as required, taking responsibility for their academic progress.
- Carrying out assessments and setting homework.
- Completing administrative work. E.g., taking registers, updating records, marking work and writing reports.
- Playing a role in the extra-curricular life of the Department / School, including contributing to: off-timetable workshops, extension programmes, organising outings, after school clubs, social activities and sports events
- Creating a learning environment that pupils respect by setting expectations for discipline and behaviour including dealing with inappropriate behaviour according to school policy.
- Providing a safe, healthy environment, and following safeguarding procedures.
- Participating in training and development activities including CPD (which may be outside of working hours)
- Attending meetings and parent’s evenings (which may be outside of working hours)

- Liaising with senior leadership, parents and external bodies in relation to progress, behaviour, child protection and health.

Beyond the Classroom

All teachers at Wellington College Prep are expected to contribute fully to the extracurricular and pastoral life of the School. It is the norm for teachers to coach sport/dance/physical activity at the appropriate level. As tutors, teachers are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community through both daytime meetings or duties and social events.

The School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatres.

A boarding school such as Wellington College Prep must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that the school teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including; sport/dance, social events, Chapel services, musical rehearsals and many other things.

Person Specification

Education Attainment

- Good level degree in a directly related subject (essential)
- Master's or Post Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent (essential)
- 8+ GCSE A*- C or equivalent (English and Maths essential)

Knowledge and Experience

Essential

- Recognised teaching qualification, such as a PGCE.
- Thorough knowledge of the subject Curriculum (KS1/2/3)
- A good understanding and or experience using Microsoft 365 suite, Teams and associated apps for teaching and learning

Desirable

- Significant teaching experience years 1-8
- Ability to teach other subjects across the curriculum
- Maths specialism
- Awareness of Safeguarding requirements and good practice within a boarding school setting
- High level of IT literacy

Skills and Personal Qualities

- Capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the School
- Adept at producing and sharing teaching resources
- Able to demonstrate and maintain a positive and authoritative rapport with all pupils with excellent and effective classroom management skills
- Have a sharp and progressive vision of the subject and of teaching and learning, in a successful and dynamic school
- Able to perform well, maintain professionalism, display patience and politeness whilst under pressure
- Excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- Organised and self-motivated, with a proven record for meeting targets and time measured deadlines
- Able to communicate with a calm and professional demeanour, adapting as required to align with pupils needs
- Committed to boarding school life and willing to engage in a range of extra-curricular activities as stipulated above
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Well-developed problem-solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail

- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the core values of the school:

Kindness Respect Courage

In addition, all staff are expected to show ambition and display curiosity both personally and professionally.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.