

## **JOB DESCRIPTION**

<b>Job Title:</b>	Teacher of Science	<b>Department:</b>	Academics
<b>Reports To:</b>	Head of Department	<b>Date:</b>	March 2026

### **Purpose of the Position:**

The Science Teacher at Wellington College Prep provides high-quality teaching, care and preparation for life for all pupils, in line with the Teachers' Standards and the School's values. The role contributes fully to the academic, pastoral and co-curricular life of the School, setting a positive example for pupils and colleagues, and working collaboratively to promote excellent teaching, learning, wellbeing and pupil achievement. The post holder will maintain high academic and behavioural standards, contribute to enrichment opportunities, and fulfil tutoring responsibilities.

### **About Wellington College Prep (WCP)**

Wellington College Prep is predominantly a day school, with a small number of flexi, weekly and bi-weekly boarders. The School aims to provide an outstanding all-round education that prepares pupils for progression to Wellington College and other high-achieving senior schools.

The Science Department plays an important role in fostering curiosity, enquiry and confidence, helping pupils to develop strong scientific foundations and a lifelong love of learning within a supportive and nurturing environment.

### **Main Tasks and Responsibilities:**

A key focus of primary teaching at Wellington College Prep 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 Role Summary, day-to-day responsibilities include:

- Planning and delivering appropriate Science lessons and learning activities in line with relevant curriculum guidance, keeping up to date with developments and best practice.
- Creating engaging lessons that involve pupils of all abilities, working collaboratively with colleagues and teaching assistants where appropriate, sharing resources and good practice, and contributing to lesson observation, mentoring and professional dialogue.
- Using a range of teaching approaches, including whole-class teaching, group work, independent tasks, demonstrations, experiments and practical activities, to motivate pupils and encourage active participation.
- Encouraging pupils to work collaboratively and independently to achieve learning goals and develop confidence and resilience.
- Setting clear expectations for behaviour and discipline, creating a learning environment that pupils respect, and managing behaviour consistently in accordance with School policies.
- Providing support and challenge for individual pupils, taking responsibility for their academic progress and personal development.
- Assessing pupils' work, setting appropriate homework, and providing constructive feedback that supports improvement.
- Completing administrative tasks accurately and efficiently, including taking registers, marking work, maintaining records and writing reports.
- Organising the classroom effectively, including displays, resources and equipment, to support learning and promote a positive environment.
- Playing an active role in the extra-curricular life of the Department and School, including contributing to clubs, workshops, extension activities and educational visits.
- Providing a safe, healthy and secure environment for pupils and following all safeguarding, child protection and health and safety procedures.
- Participating in training, professional development activities and appraisal processes, including CPD which may take place outside normal teaching hours.
- Attending meetings, briefings and parents' evenings, which may take place outside normal teaching hours.
- Liaising professionally with senior leaders, colleagues, parents and external agencies regarding pupils' progress, behaviour, wellbeing and safeguarding where appropriate.

## Beyond the Classroom

All teachers at Wellington College Prep are expected to contribute fully to the pastoral and co-curricular life of the School.

- Teachers are normally expected to support or lead an appropriate co-curricular activity, such as sport, creative activities or clubs.
- As tutors, teachers are responsible for monitoring and supporting the academic and pastoral wellbeing of a group of pupils, including meeting pupils regularly, liaising with parents and colleagues, and contributing positively to the tutor group community.
- Teachers are encouraged to contribute to the wider life of the School by drawing on their own interests and strengths, for example through trips, performances, events or enrichment opportunities that enhance pupils' experiences.

## Person Specification / Knowledge and Experience

### Essential

- A good honours degree in Science or a closely related subject.
- A recognised teaching qualification, or a commitment to work towards one.
- Ability to teach Science effectively across the Prep School age range.
- Secure subject knowledge and enthusiasm for Science education.
- Commitment to safeguarding, pupil wellbeing, and inclusive practice.
- Competence in using digital tools to support teaching and learning (e.g. Microsoft 365).

### Desirable

- Experience teaching Science within a Prep or Primary setting.
- Experience preparing pupils for transition to academically selective senior schools.
- Experience contributing to co-curricular or enrichment programmes.
- Postgraduate qualification in a relevant subject area.

### Skills and Personal Qualities

- Ability to deliver engaging, well-planned and well-paced lessons that inspire curiosity, confidence and enjoyment of learning, and that support pupils across the full range of abilities and learning needs.
- A strong classroom presence, with the ability to establish and maintain clear expectations for behaviour and discipline, creating a calm, purposeful and inclusive learning environment in line with School policies and values.
- A genuine commitment to understanding pupils as individuals, building positive, respectful relationships that support both academic progress and personal development.
- Excellent communication skills, enabling clear, professional and constructive dialogue with pupils, parents, colleagues and visitors, and the ability to adapt communication appropriately to different audiences and situations.
- A reflective and thoughtful approach to teaching, with a willingness to evaluate practice, respond positively to feedback and engage actively in professional development to improve outcomes for pupils.
- Well-organised and self-motivated, with the ability to manage workload effectively, meet deadlines and maintain accurate records within a busy Prep School environment.
- A collaborative and supportive team player who contributes positively to departmental and whole-school initiatives, shares good practice and works constructively with colleagues and support staff.
- High standards of professionalism, integrity and discretion, with sound judgement and a strong understanding of safeguarding responsibilities, always acting in the best interests of pupils.
- The ability to remain calm, patient and professional under pressure, responding flexibly to the demands of school life and the needs of pupils.
- Enthusiasm, adaptability and a positive outlook, with a willingness to embrace new ideas, develop new skills and contribute enthusiastically to the wider life of Wellington College Prep.

## Additional Information

The School reserves the right to amend the duties and responsibilities of this role to meet operational requirements. In exceptional circumstances, the post holder may be required to undertake other duties of a similar nature to support

workload peaks or staff shortages, taking into account their skills and experience. Any such changes will be communicated clearly and implemented fairly.

Wellington College Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an enhanced DBS check and compliance with the School's Safeguarding and Child Protection Policy.

All employees are required to work in accordance with the School's Health and Safety Policy, taking reasonable care for their own health and safety and that of others who may be affected by their actions. Staff are expected to use equipment and resources provided by the School correctly, in line with training and instructions, and to follow all relevant risk assessments and procedures.