



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POST: KS1 classroom teacher

TO WHOM RESPONSIBLE: Deputy Head (KS1), Head of Pre-Prep, Principal

MAIN PURPOSE: To assume responsibility for teaching in of either a year 1 or year 2 class.

MAIN TASKS:

The classroom teacher will have responsibility for the planning and teaching of the Wellington College Pre-Prep School curriculum to the designated class. Support and guidance will be provided by the relevant coordinators in the first instance and then, where necessary, by the head of Pre-Prep. The classroom teacher will ensure that all subjects to be taught to the class are planned to provide coverage, progression and continuity. The class teacher will also be required to carry out other such duties as the Head of the Pre-Prep School and/or the Principal 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 a good learning environment is provided for the designated class, and that the students develop a positive attitude towards learning within the school. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the students and the curriculum targets of the particular year group.

- **DIRECTED TIME:** To ensure attendance in the 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 students. To encourage good time-keeping amongst the students, 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 wellbeing of all its students. To ensure that students know, understand and follow the College rules.
- **ABSENCE:** To request approval from the Head of the Pre-Prep School, for any absence from school and to give notice to appropriate people, especially the Key Stage coordinator, in good

time. Wherever possible, to make medical appointments outside normal directed working time.

- **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 students.
- **SAFETY:** To emphasise the importance of safety and of safe methods of working in all areas of the College and the curriculum. To communicate to the students that they must take a responsible attitude to books and equipment with which they have been provided and that they will be punished and possibly charged for damage inflicted upon school property.
- **DRESS:** To maintain smart and professional standards of appearance.
- **MONITORING:** To monitor constantly and evaluate 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 management.
- **ASSESSMENT:** To assess regularly the students' work by means of formal and informal termly/half-termly assessment, as directed by the Head of the Pre-prep School and the Key Stage coordinator. To communicate with the SEN department and Key Stage coordinator regarding any student whose progress or behaviour gives cause for concern.
- **COMMUNICATION WITH PARENTS:** To communicate with parents on a regular, informal basis and to deal with day-to-day queries, as directed by the Head of the Pre-prep School and the Key Stage coordinator. To attend Parents' Evenings 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 written reports twice yearly and when may be additionally required by the Head of the Pre-prep School and the Key Stage coordinator. To ensure all communications are passed onto the parents, via the students, at the allotted time.
- **RECORD KEEPING:** To maintain all the College records, for example, registers, reports, absent notes and ensure they are provided/delivered at the stipulated time. To keep all records relating to the students' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Key Stage coordinator and the Head of the Pre-prep School.
- **CURRICULUM POLICY:** To be involved in developing, implementing and monitoring all academic policies and to assist in the necessary documentation where required.
- **DISPLAY:** To ensure that the students' work is displayed and presented to the very highest standard in the classroom and throughout the Pre-prep School. To ensure that these displays are changed regularly.

- **CLASSROOM APPEARANCE:** To ensure that the classroom and adjacent corridors are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be Pre-prepared to give a short explanation of lesson content and displays.
- **PRE-PREP and HOMEWORK:** To oversee and implement the Pre-Prep School homework policy for the class.
- **DUTIES:** To carry out duties in the Pre-Prep School as required and timetabled by the Head of the Pre-Prep School. This will include some playtime supervision, lunchtime supervision and after-school supervision.
- **COVER:** To provide cover for absent colleagues as and when deemed necessary by the Key Stage coordinator.
- **STAFF DEVELOPMENT:** To attend and participate fully in the Wellington College staff development and INSET programmes. To attend staff meetings and briefings as and when required by the Head of the Pre-Prep School.
- **MANAGEMENT OF RESOURCES:** To assist with the resourcing of all the subjects taught in the classroom, and to work with the Key Stage coordinator in drawing up the annual order.
- **COLLEGE DEVELOPMENT:** To support the College Development Plan in so far as it relates to the subjects taught in the classroom, and the continuing improvement of the premises and accommodation used.
- **CO-CURRICULAR ACTIVITIES:** To support fully the College CCA programme, designed to enrich the school experience for the students. These activities will take place outside of the prescribed teaching hours, as reasonably directed by the Principal and the Head of the Pre-Prep