



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POST: ICT and Computing teacher

TO WHOM RESPONSIBLE: Head of Computer Science

MAIN PURPOSE: Teacher of Computer Science and ICT throughout the school.

BACKGROUND:

Wellington College International Shanghai opened in August 2014 for boys and girls. It has grown progressively since then. Due to the expansion the College is now seeking to increase staffing.

The College structure is such that it has a Prep School catering for pupils from Year 1 to Year 8 and a Senior School for pupil in Year 9 and above.

Located in the Pudong district and easily reached by road and public transport, the College facilities are as good as any in the world of international education and, in their design and appearance, echo the distinctive classical style of Wellington College in the UK.

The buildings are set amidst one of the largest and most attractive campuses in the world. The first Wellington College in China opened its doors in Tianjin in August 2011. The aim for Wellington College International Shanghai is to establish itself as the leading international, coeducational, day and boarding, school in China. In achieving this aim, it will be actively building upon the long and successful history of Wellington College in the UK. Its aim is to be a 'world class' school, comparing favourably with the very best schools anywhere around the globe, with a reputation centred on a breadth of excellence, both in provision and achievement.

Wellington College International Shanghai is a vibrant and challenging school, which opens the minds and hearts of students, teachers, parents and all members of the wider community. It aims to provide a transformative experience, equipping

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students with the personal self-discipline, integrity, responsibility, leadership and adaptability to face the demands of a rapidly changing world. It fosters amongst its students an appreciation and respect for their respective cultures, and in particular for those of its host country.

MAIN TASKS:

The successful candidate will play a key role in the development of ICT and Computing at Wellington College International Shanghai. The College is looking for a candidate who would relish the challenge of developing ICT and Computing.

The Senior/Prep School ICT teacher will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the College curriculum and by the Head of Computer Science. 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 the Prep School or the Head of the Senior School 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 teaching of ICT/Computer Science, and that the pupils 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.

	ESSENTIAL	DESIRABLE
Qualifications	Degree qualification in your teaching specialism. Qualified Teacher Status or equivalent.	Degree in Computer Science. Experience of teaching IB and/or A Level.

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	<p>Experience of teaching ICT at KS3.</p> <p>Ability to teach KS3 computing.</p> <p>Experience of teaching ICT and Computer Science at GCSE.</p>	<p>Experience of developing the KS3 curriculum to include elements of computer science.</p> <p>Experience of using both visual and text based programming languages</p> <p>Experience of teaching at KS2.</p> <p>Experience delivering subject based extracurricular activities.</p> <p>Experience of teaching robotics.</p> <p>Experience of using ICT in innovative ways</p> <p>Experience of working with the Moodle or Office 365 VLE platforms</p> <p>Ability to provide INSET sessions to colleagues on how to use technology effectively in their own lessons</p>
Experience	To have had successful teaching experience across the age and ability range	Experience teaching at an international school.

TEACHING STAFF RESPONSIBILITIES:

- **DIRECTED TIME:** To ensure attendance in 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 pupils. To encourage good time-keeping amongst the pupils, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.

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- **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 well-being of all pupils. To ensure that pupils know, understand and follow the College rules.
- **ABSENCE:** To request approval from the Principle, via the Head of the Senior/Prep School, for any absence from the College and to give notice to appropriate people, especially the Head of Computer Science 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 the classroom, and indeed in all areas of the College and the curriculum. To communicate to the pupils that they must take a responsible attitude to equipment and materials with which they have been provided and that they will be disciplined and possibly charged for damage inflicted upon College property.
- **DRESS:** To maintain smart and professional standards of appearance.
- **MONITORING:** To monitor and evaluate constantly 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 the Head of Computer Science.
- **ASSESSMENT:** To assess regularly the pupils' work by means of formal and informal assessment, as directed by the Head of Computer Science, the Head of the Senior or Prep School and the Principle. To



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communicate with the Head of Computer Science and Head of the Senior or Prep School regarding any student whose progress or behaviour gives cause for concern.

- **COMMUNICATION WITH PARENTS:** To communicate with parents on a regular basis, as directed by the Head of Computer Science, the Head of the Senior or Prep School and the Principle. To attend Parents' Meetings as required and to provide accurate, honest information regarding the progress of individuals in ICT/Computer Science at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Principle and the Head of the Senior or Prep School.
- **RECORD KEEPING:** To maintain all the relevant College records, and ensure they are provided/delivered at the stipulated time. To keep all records relating to the pupils' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Computer Science, and the Principle.
- **CURRICULUM POLICY:** To be involved in developing, implementing and monitoring all College policies regarding ICT/Computer Science, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Computer Science.
- **DISPLAY:** To ensure that the examples of pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the Computer Science Department. To ensure that these displays are changed regularly.
- **CLASSROOM APPEARANCE:** To ensure that the classroom and adjacent corridors etc. are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be prepared to give a short explanation of lesson content and displays etc.
- **HOMEWORK:** To oversee and implement the Prep School Homework policy.



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- **DUTIES:** To carry out duties in the Prep School as required and timetabled by the Head of the Prep School and the Principle. This will include playtime supervision, lunchtime supervision and after-school supervision.
- **COVER:** To provide cover for absent colleagues as and when deemed necessary by the Principle.
- **STAFF DEVELOPMENT:** To attend and participate fully in Wellington College Staff Development and INSET programmes. To attend staff meetings and briefings as and when required by the Principle and the Head of Computer Science.
- **MANAGEMENT OF RESOURCES:** To assist the Head of Computer Science with the management of resources.
- **COLLEGE DEVELOPMENT:** To support the College Development Plan generally and in so far as it relates to ICT/Computer Science.
- **EXTRA-CURRICULAR ACTIVITIES:** To play a full role in the weekly extra-curricular activities programme, with particular regard to ICT/Computer Science activities, under the management of the Head of Computer Science. The programme will take place outside of the prescribed teaching hours, as directed by the Principle, the Head of the Senior or Prep School.
- **ASSEMBLIES:** To make a significant contribution to College assemblies, particularly in the Prep School, and newsletters, and by so doing highlight the work carried out by pupils in the subject.
- **COLLEGE EVENTS:** To contribute as fully as possible to the annual calendar of College events, with particular regard to ICT/Computer Science activities, under the management of the Head of Computer Science.
- **MISSION STATEMENT:** To make all students aware of the Wellington College Mission Statement, including the Eight Aptitudes model of



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education, their values, aims etc. and to display them in an innovative and informative fashion in the classroom and adjacent corridors.

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