



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## POSITION: Humanities Teacher (Upper Prep School)

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### Basic Information

<b>JOB TITLE</b>	Humanities Teacher (Upper Prep School)	
<b>TO WHOM RESPONSIBLE</b>	Head of Prep Humanities; Head of Prep School; Master	
<b>MAIN PURPOSE</b>	To assume responsibility for teaching humanities (geography and history)	

## MAIN TASK:

We are looking for a passionate, creative, innovative, flexible and considerate person to teach within the newly created Prep Humanities department at Wellington College International Shanghai. You will be a passionate classroom teacher who inspires pupils to achieve their best within this exciting and well supported area of the College. You would join an inspiring team working hard to implement the central tenets of the Prep curriculum including literacy, oracy, metacognition and service.

Experience of teaching and implementing a humanities curriculum is a necessity. Experience of teaching iGCSE/GCSE geography would be highly desirable. In addition to the main teaching and management responsibilities, a proven ability to deliver humanities enrichment is essential.

All Prep teachers are also pastoral house tutors and you would be responsible for supporting a small group of tutees from Years 6, 7 and 8.



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**KEY RESPONSIBILITIES:**

- Teach humanities modelling best practice in all aspects of classroom delivery, assessing pupil outcomes and progress and implementing interventions whenever necessary.
  - To demonstrate an enthusiastic and committed approach to teaching within the department.
  - Embrace new developments in planning and implement an exciting, engaging and contemporary curriculum
  - To undertake curriculum development and relevant areas of College policy making.
  - To co-author humanities development plans when required.
  - To undertake regular audits and quality assurance/control within your teaching.
  - To keep up-to-date with curriculum development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
  - To ensure the effective implementation of College policies.
  - Prepare individual and group reports and analyse and report on summative data.
  - Demonstrate high standards of professionalism and pastoral care when interacting with pupils.
  - Monitor and evaluate progress towards meeting pupil achievement targets.
  - To promote and lead on the delivery of humanities enrichment and co-curricular activities at the College.
  - To aid the co-ordination of the resources of humanities, giving support and guidance to relevant staff
  - creating and innovating inspiring and creative learning environments which scaffold, support, intrigue and inspire learning
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- 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.
- 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's ethos and values, and is in the best interests of the pupils.
- 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 punished 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 Director of Arts.
- ASSESSMENT: To assess regularly the pupils' work by means of formal and informal termly/half-termly assessment, as directed by the Head of Humanities, the Heads of School and the Principal. To communicate with the Head of Humanities and relevant House Masters regarding any pupil whose progress or behaviour gives cause for concern.



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- COMMUNICATION: To communicate with housemaster on a regular basis and, if appropriate, parents, as directed by the Heads of School and the Principal. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals in humanities subjects. To report to the parents in the form of regular written reports, and when may be additionally required by the Principal and the Heads of 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' progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Humanities, the Heads of School and the Principal.
  - CURRICULUM POLICY: To develop, implement and monitor all College policies regarding courses taught, and to assist in the necessary documentation pertaining to the subject, where required.
  - DISPLAY: To ensure that the examples of the pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the school. 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.
  - Prep: To oversee and implement the Senior School and Prep School policies for all classes taught in relation to prep.



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- DUTIES: To carry out duties in the Senior or Prep school as required and timetabled by the Heads of School and the Principal. 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 cover manager or HOD.
  - STAFF DEVELOPMENT: To attend and participate fully in Wellington College Staff Development and CPD programmes. To attend staff meetings and briefings as and when required.
  - MANAGEMENT OF RESOURCES: To assist with the resourcing of humanities and to provide information in helping to draw up the annual order.
  - COLLEGE DEVELOPMENT: To support the College Development Plan generally and in so far as it relates to the courses taught.
  - CO-CURRICULAR ACTIVITIES: To play a full role in the weekly co-curricular activities programme. The programme will take place outside of the prescribed teaching hours, as directed by the Master and the Heads of School.
  - ASSEMBLIES: To make a significant contribution to College assemblies, 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, in whatever way possible.