



JOB DESCRIPTION

At Wellington College Independent School Jakarta, we believe that each employee makes a significant contribution to our success, and that contributions should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary responsibilities but not limit the employee nor Wellington College Independent School to only the work identified. It is the expectation of the school that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.

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| Department | Primary School |
| Job Title | Primary School PE Teacher |
| Reporting to | Head of School |
| Key Relationships | Primary Leadership Team; |
| Duties and Responsibilities | <p>A Primary School PE Teacher is an exciting role, with shared responsibility for supporting an inspirational primary PE curriculum, and developing high standards of teaching and learning at Wellington College Independent School Jakarta. This person will be responsible for supporting children's achievement and wellbeing in PE, and will support initiatives that enhance children's outcomes. They will be a positive ambassador for change, and will be involved with the professional learning of classroom teachers and Assistant Teachers in the PE department through effective professional development. They will play a key role in shaping the future direction of the PE department.</p> <p>As a pioneer of Physical Education, sports and fitness in the Primary School, you will provide excellent teaching and learning in order to ensure a high quality education for all students. You will be a model of excellence, and support colleagues generously to perform to the best of their ability. You will uphold the school values, and put children's wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting, with equality of opportunity for all, and where each child is valued and feels safe and cared for.</p> <p>You may be required to carry out duties not specified as and when requested by the Primary Leadership Team.</p> <p>Specific responsibilities include:</p> |



1. Knowing Students and How they Learn

Wellington teachers are expected to have insightful and detailed knowledge of the developmental characteristics and learning needs of the children they teach. They also need to have expertise in meeting the wide range of individual learning and pastoral needs of international school children who come from diverse cultural, linguistic and educational backgrounds.

2. Plan for and implement effective learning and teaching

Wellington teachers are expected to have current knowledge of the curriculum in the age range they teach. They set high expectations and challenging developmental and learning goals for their students and use a variety of effective learning and teaching strategies, resources and digital technology to support their students in achieving these goals. They encourage their students to be innovative, imaginative, creative and critical thinkers who are able to work well with others.

3. Assess, provide feedback and report on student learning and progress

Wellington teachers are knowledgeable and effective users of assessment for supporting learning. They use a range of data measures and assessment strategies to inform their evaluation of students' progress which enables them to plan for learning and to report accurately and effectively on student progress and to design appropriate intervention and support strategies.

4. Develop supportive and safe learning environments

Wellington teachers are committed to safeguarding and to promoting the welfare of children and young people. They ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.

5. Contribute to the corporate life of the school through the enrichment programme

Wellington teachers value a holistic education for every child, in



order to allow them to explore and find their passions. Whether it's sports, music, languages or even finance, you will have a wealth of opportunities to offer your own additional expertise, and share your own personal passions through our wide enrichment programme

6. Demonstrate International-mindedness and Global Citizenship

Wellington teachers have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. They recognise the importance of developing our students to be ethical global citizens.

7. Engage Professionally in Learning and with the Community

Wellington teachers participate actively in professional learning and work collaboratively with colleagues to improve their practice. They hold themselves accountable to the highest professional standards in their interactions with colleagues, students and parents.

8. Develop and contribute to a world-class sports programme

Sports is an integral part of a holistic Wellington education. Members of the sports department are passionate about their subject, and lead by example. They are generous with their time, and go above and beyond regular timetabled hours to organise and coach at weekend fixtures, residential tournaments, and competitive events. They represent the school community with pride, and instill this pride, along with excellent sportsmanship in their students.

General responsibilities Include:

In addition to the duties of class teacher:

- Attend community events and be an ambassador for the school
- Contribute to the induction programme for new staff members



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| | <ul style="list-style-type: none"> • Act with integrity and academic honesty with regards to assessment protocols • Be a high performing practitioner • Constantly seek to improve • Promote excellence in everything we do • Act as a role model of excellence and promote high standards of professional practice • Support the leadership and development of the school |
| Requirement | <p>Person Specification for Primary School PE Teacher</p> <p>1. QUALIFICATIONS AND PERSONAL DEVELOPMENT</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • University educated with an honours degree • Recognised teaching qualification • Evidence of ongoing personal development <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Undergraduate degree in sports studies or a related field • Coaching qualifications • Masters' degree an advantage <p>2. KNOWLEDGE and EXPERIENCE</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • 5 Years experience post-qualification <p>In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> • Sports at a competitive level • Experience of organizing fixtures and hosting events • Experience of planning residential learning opportunities • Ability to analyse student data and promote student achievement • Demonstrated experience of the use of educational ICT to promote learning • An understanding of how the learning continuum flows through the school • Excellent knowledge of the content and pedagogy |



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| | <p>Desirable</p> <ul style="list-style-type: none"> • Specialism in dance, gymnastics or swimming • Experience of teaching in the Early Years • Knowledge of early childhood development • Use of SIMs or other school management system • Professional Learning Communities and Action based research <p>3. PROFESSIONAL QUALITIES, ATTRIBUTES, VALUES AND CHARACTERISTICS</p> <ul style="list-style-type: none"> • Commitment to supporting all aspects of our programme including extracurricular activities and contribution to school community • Have a clear educational vision based on evidence and experience • Be absolutely passionate about improving learning and teaching, children, and pedagogy • A determined advocate for Primary School teaching practice • Be pupil focused – students are the at the heart of everything we do • Intrinsically motivated and inspired to create a world class learning environment • Action and outcome focused • Excellent communication and interpersonal skills • Show educational entrepreneurship – solve problems and innovate • Professional generosity to develop others • Manage time effectively and prioritise • Rise to challenges and be flexible • Resilience • Culturally respectful • Community minded |
| Develop supportive and safe learning environments | <p>Wellington College Independent School Jakarta is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All</p> |



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| | appointments are subject to an interview, identity checks, criminal record checks, and successful references, as well as due visa and work permit process as required by Chinese law. |
| Job Description Reviewed | April 2024 |
| Approved by (Line Manager) | Signature: _____ Date: _____ |
| Accepted by (Employee) | Signature: _____ Date: _____ |