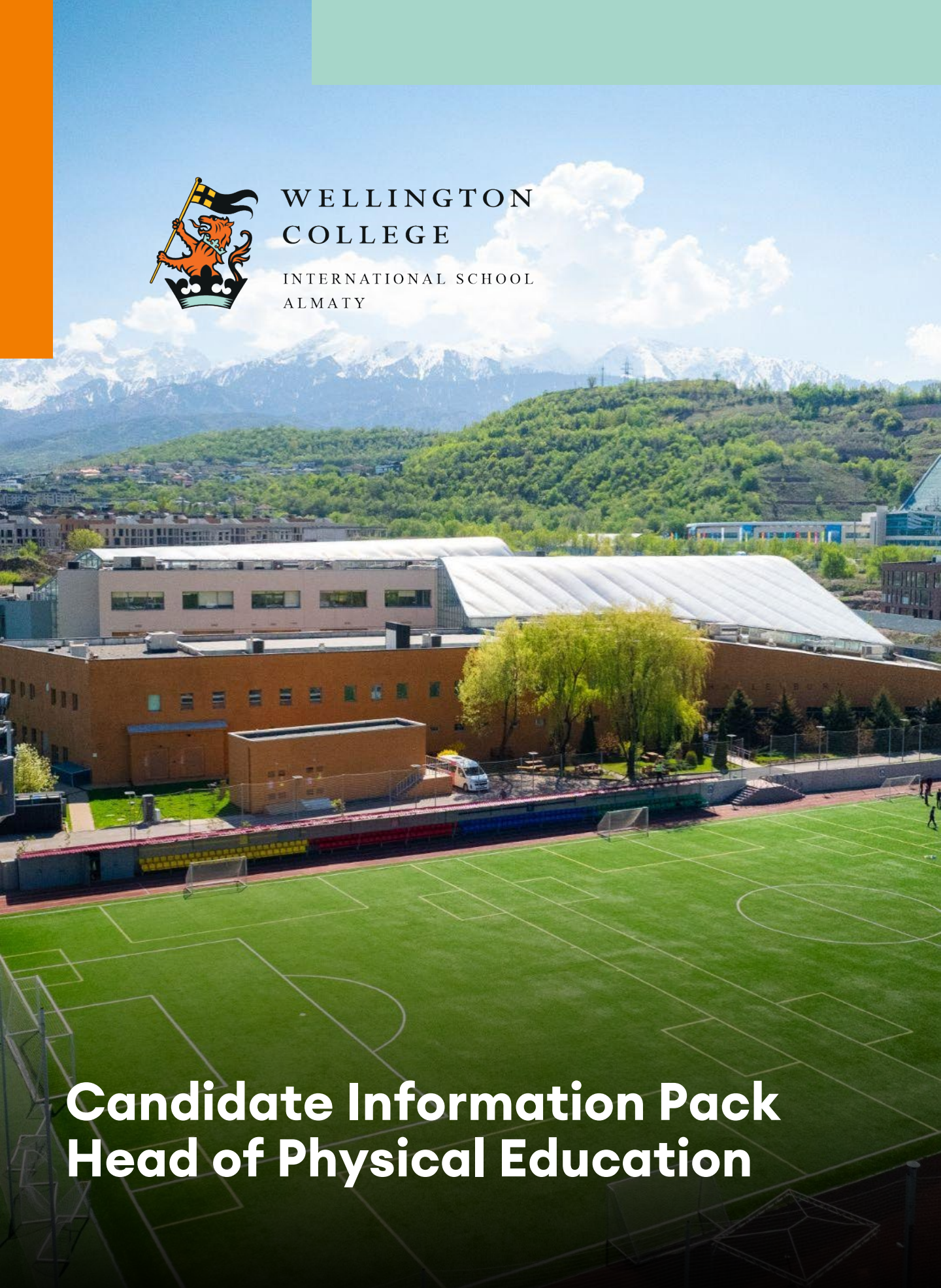
WELLINGTON COLLEGE

INTERNATIONAL SCHOOL ALMATY



Candidate Information Pack
Head of Physical Education



Dear Applicant,

Thank you for your interest in the post of Head of Physical Education at Wellington College International School Almaty, the British international school in Almaty, Kazakhstan.

Important note: During the 2026/27 academic year, the school will continue to operate under the Haileybury Almaty name and brand. From summer 2027, the school will transition to the Wellington College International brand. For our teachers, this means the opportunity to join us at a particularly exciting moment - becoming part of the school's next chapter from the very beginning.

We seek to appoint an exceptional teacher with a proven track record in strong UK and/or international schools who is wholly committed to providing an outstanding, British-style education to the pupils in our care.

The attached Candidate Information Pack provides an introduction to the school and outlines the scope and responsibilities of the post. The Living and Working in Kazakhstan section provides a useful and enlightening insight into living and working in the city and the country of Kazakhstan for those unfamiliar with life in this beautiful Central Asian jewel.

The post has a generous remuneration package, which reflects the importance we place on appointing a colleague of the highest calibre. Further details will be provided to all shortlisted candidates.

I do hope that after having read the Candidate Information Pack and understood the necessary skills and experience required to fulfil the role that you will wish to pursue the post further. We look forward to receiving your application. All applications will be handled in the strictest confidence.

Simon Mills
Headmaster, Wellington College International School Almaty



Candidate Brief

Head of Physical Education.

Background

Founded in 2008 as Haileybury Almaty, the School has established a strong reputation for providing an outstanding British-style education in Kazakhstan. From the 2027–28 academic year, the School will become Wellington College International School Almaty, joining the Wellington College International family and building on the strong heritage and educational foundations established under the Haileybury name.

The School prepares young people to become confident, compassionate and successful global citizens, with the knowledge, skills and ambition to thrive at leading universities and beyond. From an early age, pupils are encouraged to take part in a wide range of academic, creative, sporting and co-curricular activities that challenge and extend their knowledge and skills in an increasingly global world.

Above all, however, Wellington College International School Almaty is a school that cares for every one of our pupils as we guide and support them into an exciting future. It is a day school that provides an English speaking environment to young people from some 25 different nations, the majority of whom are from local Kazakh families.

Educating children from 4-18, the school occupies a prime site adjacent to the Essentai River. There are currently 791 pupils, of whom 413 are in the Junior School.

Wellington College International Almaty is a not-for-profit school that is supported by a Board of Directors and a Board of Governors.

The Board has oversight of the academic strategy of the school and the day to day operations are delegated to the Headmaster who manages the school and reports to the Board regularly.

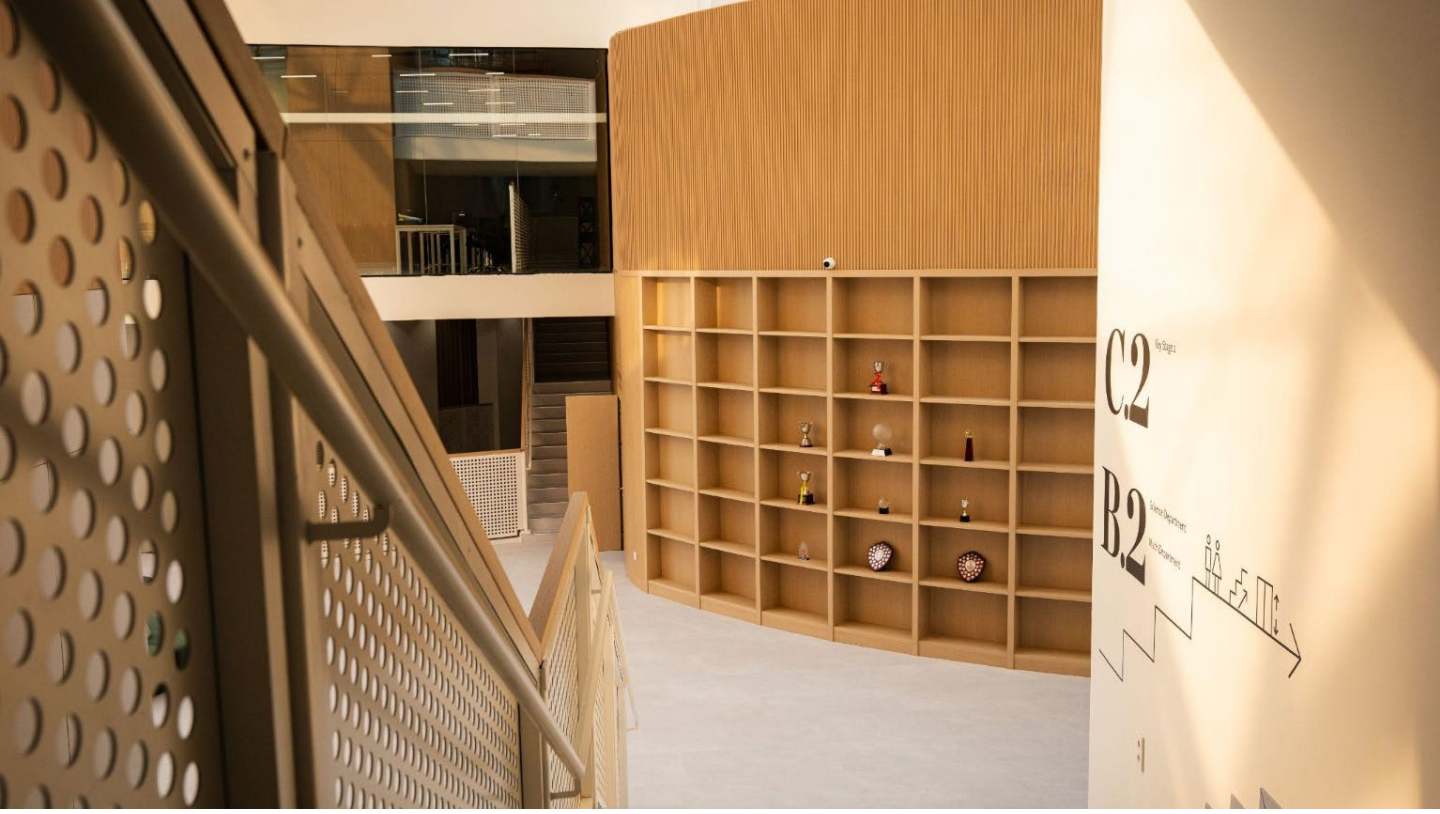
Wellington College International School Almaty holds the Patron's Accreditation with COBIS (the Council of British International Schools). It is inspected under the COBIS inspection programme. In addition to our COBIS accreditation and membership we are also members of FOBISIA (The Federation of British Schools in Asia). It is also a member of the High Performance Learning (HPL) programme.

The School has an enviable reputation in Central Asia as one of the leading independent International Schools. It is academically selective and expects pupils to achieve excellent examination results at IGCSE and A-Level following which pupils take up places at world class universities in the US, the UK, Europe, Asia and around the world. In addition to providing intellectual rigour, challenge, and encouraging academic curiosity, we provide a holistic education that balances academic achievement with the development of character, resilience, and leadership.

All pupils are strongly encouraged to take full advantage of the widest range of Co-Curricular activities on offer at Wellington College International School Almaty. Participation in these activities stretches the pupils and they promote a sense of social responsibility, enhance team spirit, engender confidence and develop strong values to guide them in an increasingly complex world. Wellington College International School Almaty is built on outstanding pastoral care. A nurturing environment underpins all of our endeavours and helps shape the distinctive characteristics of our pupils.

The school is very proud of its close links with Wellington College UK and the School in Astana; sharing both their traditions and values. It provides a high quality environment where pupils learn with growing independence, in a challenging and stimulating setting. High academic achievement is realised within a broad curriculum embracing creativity, the arts and sport. The School is also the largest provider of the International Award (Duke of Edinburgh Award) in Central Asia.





Our School

Our Aim

Our aim is to educate future leaders and to prepare them for the global environment in which they will thrive. A love of learning is central to this and we encourage all of our pupils to be inquisitive, reflective, resourceful, courageous, organised, and resilient.

1 Learning

2 Wellbeing

3 Personal Growth

4 Community

5 Sustainability

6 Innovation

The Curriculum

The School is proud of its tradition of academic excellence and curriculum breadth. The curriculum is based upon the English National Curriculum leading to IGCSE and A-Level public examinations. The majority of students upon completion of A-Level study will leave to leading UK, US, and European universities. Our recent graduates have gone to MIT, Oxford, Cambridge, UCL, UPenn and many other leading universities.

Finance

The Junior and Senior Schools are operating at near peak capacity with healthy enquiries. The School maintains a very good financial position. It is wholly funded by fee income, and, unusually, offers a high number of full scholarships each year that are means tested bringing further diversity to the school.

For further information please visit

https://www.haileybury.kz/en/Almaty

The Person

The successful candidate will:

- Be an inspiring role model for pupils.
- Be highly motivated, ambitious, collaborative and committed to continuous improvement.
- Demonstrate high levels of honesty and integrity in all aspects of their role.
- Demonstrate empathy, humility and care, taking the time to listen to, support and motivate pupils.
- Be fully committed to safeguarding and promoting the welfare of children and young people.
- Create and maintain a secure, stimulating and well-managed learning environment that promotes a strong sense of safety, support and wellbeing.
- Demonstrate strong teaching skills that contribute to high levels of pupil attainment and achievement.
- Have excellent organisational and time-management skills.
- Demonstrate the ability to manage change effectively and work under pressure in a changing environment.
- Have excellent communication and listening skills, with the ability to establish positive relationships and manage pupil behaviour effectively.
- Have the ability to inspire and motivate both adults and young people.
- Demonstrate outstanding interpersonal skills and the ability to relate well to a wide range of people.
- Have successful experience of working with pupils within the relevant age group.
- Have experience of creating stimulating learning experiences that inspire and engage pupils.
- Demonstrate effective use of ICT to enhance teaching and learning.
- Have the ability to analyse pupil data effectively to support achievement and inform teaching.
- Have experience of raising pupil achievement and setting challenging and appropriate targets.
- Demonstrate a strong commitment to supporting all aspects of the School's programme, including active participation in the Co-Curricular Programme.
- Hold Qualified Teacher Status or an equivalent recognised teaching qualification.
- Hold a Bachelor's degree in a relevant subject area.

The successful applicant will be expected to commence employment in August 2027. An earlier start date may be considered by mutual agreement.

Remuneration

A generous package including a very competitive salary, annual gratuity, Allianz World medical insurance scheme, full school fee remission, accommodation, and relocation allowance is offered according to eligibility.

Full details will be made available to shortlisted candidates.

The Role

Head of Physical Education

Responsible to: Deputy Head (Senior School) and Head of Junior School.

Responsible for: The education of young people at the School. Ensuring their academic growth through well planned, engaging lessons that provide challenges for all. Ensuring their pastoral growth through providing strong, positive relationships and showing a commitment to the personal development of each child. Being an effective team member that learns, adapts, reflects and shows commitment to our pupils, the school and its ethos and vision.

Responsibilities:

Working with the Head of Faculty in maintaining high academic standards within their subject area. To ensure that pupils are supported in their learning journey through the Senior School and set the highest aspirations for their pupils' achievement and development, both in the classroom and through the many extra-curricular activities on offer:

- Actively promote and develop the ethos of the School.
- Set high expectations both academically and socially/emotionally for all pupils in your care.
- Provide a stimulating learning environment through creative and interactive displays and stimulating learning areas.
- Manage curriculum delivery and associated resources in a manner that challenges and interests pupils and is appropriate to their needs and skill-levels including catering for pupils with SEN, EAL and high abilities.
- Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Wellington College International School Almaty in line with professional Teaching Standards and those of the School.



Key Areas	Main Duties & Responsibilities
General	Actively promote and develop the ethos of the school. Lead by example in all professional matters ensuring that all pupils observe matters such as dress, punctuality and attendance. Actively establish good relations with parents and visitors to the school. Support and attend all major school events. Maintain a teaching load appropriate to the position. Take a fair and appropriate share of duties. Participate fully in House activities. Participate in visits and expeditions as required.

Curriculum	Possess a functional familiarity with the relationship between the UK National Curriculum guidelines, Units of Work, lesson plans. Keep up to date with curriculum developments through reading and CPD opportunities. Plan, prepare and document lessons. Manage curriculum delivery and associated resources in a manner that challenges and interests pupils and is appropriate to their needs. Take responsibility for curriculum delivery and associated resources in a manner consistent with school and departmental policies and procedures. Maintain an ongoing formative assessment programme related to schemes of work and associated learning objectives. Prepare pupils for and administer summative assessment programmes including both school-based and externally examined assessments. Maintain legible, verifiable, accurate, comprehensive, defendable and fair records of formative and summative assessment results. Write reports on student performance for internal and external use as required.
Pastoral Care	Monitor the work of class/House Tutor Group, providing guidance, advice and support. Write and maintain relevant records for individual student files and write reports. Lead Personal Development (PD) tutorial sessions. Communicate and consult with parents. Participate in, and document, meetings for any of the purposes above. Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities. Follow school policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction. Take a pastoral interest in pupils in curriculum and Co-Curricular Activities and around the school environs so that they feel noticed, valued and cared for.
Co-Curricular Activities	Supervise and coach pupils as part of the after school Co-Curricular Activities (CCA) programme. Work with and support the relevant Olympiad teachers. Organise the logistics associated with these programmes as they relate to transport and accommodation.

Professional Development	Participate in the annual Professional Performance Review. - Participate in school-wide CPD initiatives. Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. Seek advice from line managers with regard to professional development and career paths. Take full responsibility for areas that may be reviewed in a full school audit.
Collegiality	Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists. Supervise pupils during non-period time as determined by the duty rota. Supervise classes on behalf of colleagues as determined by the cover schedule. Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of the school.
Child Protection, Safeguarding and Health & Safety	Everyone who works at the school has the responsibility for promoting the safeguarding and welfare of children. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere. Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. Report all causes for concern to the Designated Senior Lead. Provide thorough risk assessments as required prior to activities and trips.

	Essential	Desirable
Behaviours	Be a role model for the staff Code of Conduct. Be highly motivated, ambitious and collaborative. Have high levels of honesty and integrity in aspects of their role. Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. Committed to safeguarding and to promoting the welfare of children and young people. Ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.	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. Recognise the importance of developing our pupils to be ethical global citizens.
Skills and Knowledge	Demonstrate skills which leads to improvement of attainment and success within the school. Have excellent organisational skills. Demonstrates the ability to manage change and work under pressure within those changing circumstances. Has excellent communication skills along with the ability to listen and understand. Demonstrates good coaching skills within a team environment. Has the ability to contribute to the positive management of student behaviour. Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people.	Show evidence of establishing clear goals and objectives for pupils which led to significant improvements in achievement across the subject. Experience of using AI in an educational context with a willingness to contribute to CPD. Experience of promoting sustainable values within an educational context. Experience of previously working within a High Performance Learning school.

Experience	Successful experience in working with pupils in the age group you are teaching. Demonstrated experience in inspiring pupils in a stimulating learning environment. Demonstrated experience of using ICT and AI to promote learning. Ability to analyse student data to support student achievement. Demonstrated experience in raising achievement and setting challenging targets. Strong commitment to supporting all aspects of our programme, especially through participating actively in the extra-curricular activities and contributing to the life of the school community.	Experience of teaching EAL pupils. Experience delivering outstanding academic results at IGCSE and A Level. Previous experience of working at a British international school and familiarity with British education system. Minimum 3 years' experience in teaching the subject.
Qualifications	Graduate teaching qualification. Bachelor's Degree in relevant subject area.	Post Graduate Certificate in Education Master's Degree an advantage.





Application Procedure

Applications close: 12:00 pm KZ Time (GMT +5) on November 2, 2026.

All applications should be made through the TES portal. No applications will be accepted through any other means.

Interviews

Much of the recruitment procedure will have to be conducted by online video-conferencing interviews with both the Senior Leadership Team and other key stakeholders.

Data, Equal Opportunity and Safeguarding Statements

Personal data is being collected for Human Resources purposes, including assessing your suitability for the post for which you are applying.

The data will be used by Wellington College International Almaty School and the Board of Governors. If you wish to access any personal data held by the School, please contact the HR Manager.

If your application is unsuccessful the personal data you supply will be retained for one year, at the end of which time it will be destroyed.

Wellington College International School Almaty is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination. The School is committed to safeguarding and promoting the welfare of children and young people.

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INTERNATIONAL SCHOOL
ALMATY

Educating

Future

Leaders