WELLINGTON COLLEGE

INTERNATIONAL SCHOOL ALMATY



Candidate Brief
Primary School Teacher



Dear Applicant,

Thank you for your interest in the post of **a Primary School Teacher** at Wellington College International School Almaty, the British international school in Almaty, Kazakhstan, and part of the Wellington group of schools in Kazakhstan.

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 Brief 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 Brief 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

Primary Teacher, Junior School

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.

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.

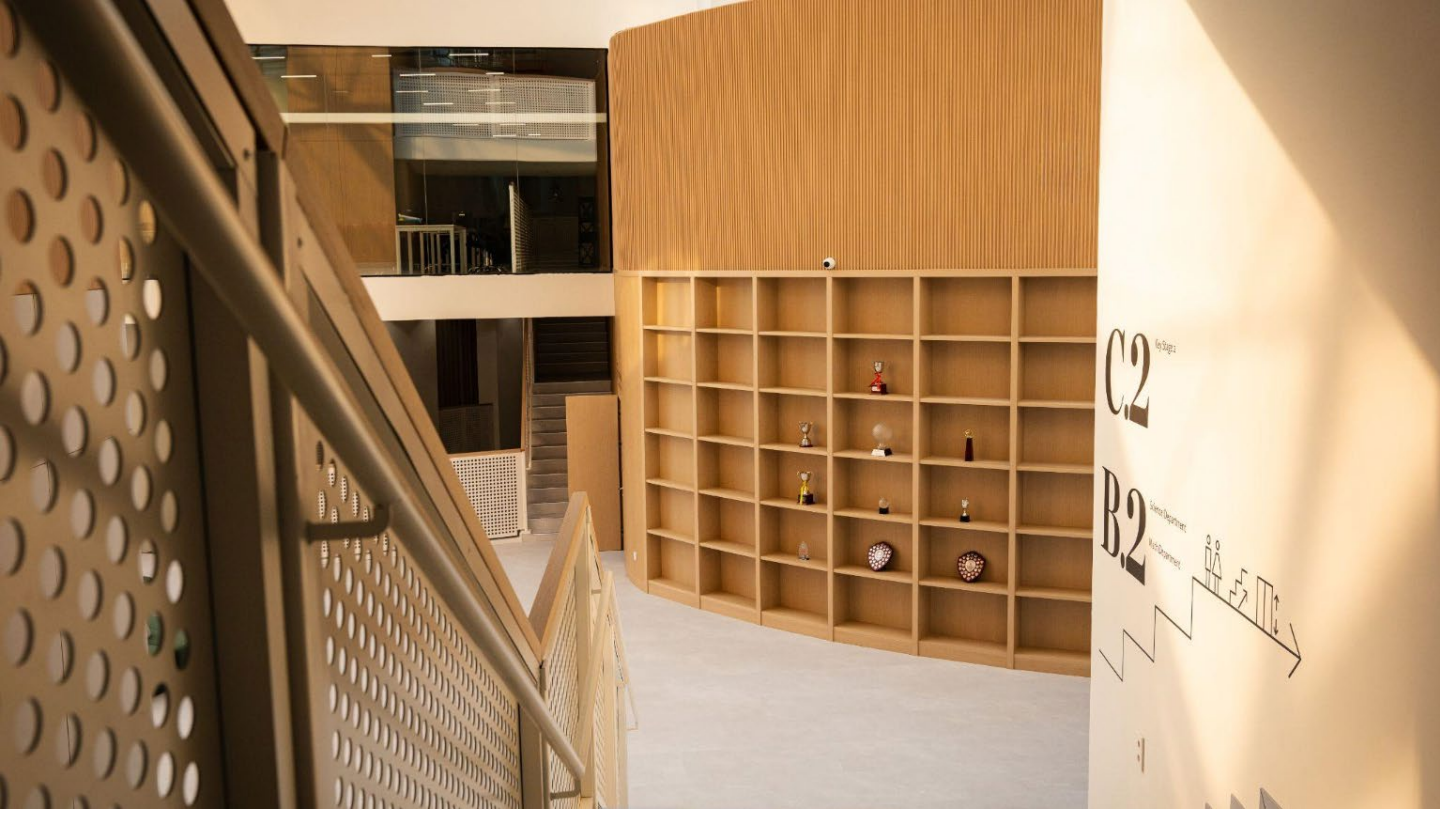
Wellington College International School Almaty holds the Patron's Accreditation with COBIS (the Council of British International Schools). It is inspected under the COBIS inspection programme. In addition to our COBIS accreditation and membership we are also members of FOBISIA (The Federation of British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

Primary Teacher, Junior School.

Responsible to: Phase Leader

Class teachers ensure a high quality education for pupils. They lead the academic development and pastoral care for each child in their class as well as supporting the school's aims for the benefit of all pupils. They conduct themselves as a leading role model at all times to support and foster the aims and ethos of the school.

- Demonstrate awareness of the relationship between the UK EYFS and National Curriculum guidelines, Schemes of Work, lesson planning and delivery.
- 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 achievers.
- Plan, deliver and assess effective lessons that encourage High Performance for all pupils.
- Keep up to date with curriculum developments through reading, in-service training and professional development opportunities.
- To create written medium and short term planning to ensure that pupils develop at an appropriate pace, with clear differentiated planning and teaching.
- Collaborate with colleagues in areas of planning, assessment and whole school initiatives.
- Provide a stimulating learning environment through creative and interactive displays and stimulating learning areas.
- Use the school's ongoing formative and summative assessment systems related to the age related curriculum.
- Follow the School's Feedback policy providing timely and purposeful feedback to move learning forward.
- Follow the school's home learning policy.
- To use Digital technology to support and extend all areas of the curriculum, including the use of interactive whiteboards

Class Teacher Role (Pastoral)

- Take a pastoral interest in pupils in both the curriculum and co-curricular activities so that they feel noticed, valued and cared for.
- To keep the Head of Junior School and the Head fully informed of significant developments concerning any child in the form.
- Uphold the expectations made by HAL in regards to pupil behaviour such as ensuring that all pupils observe matters such as dress, punctuality and School rules.
- Follow HAL 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.
- Communicate the importance of good attendance to pupils and parents and support them in achieving this expectation.
- Actively establish good relations and open communication with parents, communicating on a regular basis and in a timely manner.
- Write high quality and accurate reports on pupil performance for internal and external use as required.
- Participate in the House System including participating in House activities.

Other professional duties

- Actively promote and develop the ethos of the School.
- To actively participate in the school's strategic goals, reflecting these in professional practice.
- Maintain a teaching load appropriate to the position, including the participation in and leading of co-curricular activities both in the School day, evenings and weekends as appropriate, and as agreed with the Head.
- Follow the school's appraisal policy and guidance including seeking professional development opportunities that may arise.
- Set high expectations both academically and socially/emotionally for all pupils in your care.
- Establish professional and effective working relationships with all colleagues, parents and stakeholders.
- To be punctual, smart and appropriately dressed and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct. 8. Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
- To support colleagues as necessary and to work cooperatively as part of a team attending all meetings and INSET.
- Supervise classes on behalf of colleagues as determined by the cover schedule.
- Support and attend all major School events.
- Take a fair and appropriate share of duties.

Safeguarding 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, 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 Safeguard Lead through the MyConcern platform.
- 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.





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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ALMATY

Educating

Future

Leaders