WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: English Language and Literature Teacher (Senior School/Prep School)

Basic Information			
JOB TITLE	English Language and Literature Teacher (Senior School/Prep School)	**DEPARTMENT**	Academic
SUPERVISOR	Head of Department, Head of Prep School, Head of Senior School		
MAIN PURPOSE: To assume responsibility for teaching English Language and Literature to pupils in Years 6 – 13			

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MAIN TASKS:

The successful candidate will play a key role in the continued development of English Language and Literature at Wellington College in Shanghai in both the Upper Prep School (Years 6 – 8) and the Senior School (Years 9 – 13).

The candidates should have experience of teaching English Language and Literature as part of the English National Curriculum, to IGCSE and IB or national equivalents.

The English Language and Literature 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 Heads of English (Senior/Prep). 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 the Master 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 English Language and Literature, 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 pupils and the curriculum targets of the particular year group.

The teacher will also be expected to contribute to the pastoral life of the school either as a Prep school or Senior School house tutor.

- 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.

• 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 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 Head of Department.

• ASSESSMENT: To assess regularly the pupils' work by means of formal and informal termly/half-termly assessment, as directed by the Head of Department, the Heads of School and the Master. To communicate with the Head of Department regarding any pupil whose progress or behaviour gives cause for concern.

• COMMUNICATION: To communicate with housemasters on a regular basis and, if appropriate, parents, as directed by the Head of Department, the Heads of School and the Master. To attend

parents' meetings as required and to provide accurate, honest information regarding the progress of individuals at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Master 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' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Department, the Heads of School and the Master.

- CURRICULUM POLICY: To be involved in developing, implementing and monitoring all College policies regarding courses taught, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Department.

- 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 Prep and Senior 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.

- HOMEWORK: To oversee and implement the Senior School and Prep School Homework policy for all classes taught.

- DUTIES: To carry out duties in the Senior or Prep school as required and timetabled by the Heads of School and the Master. 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 Master.

- 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 by the Head of Department.

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- MANAGEMENT OF RESOURCES: To assist with the resourcing of and to work with the Head of Department in drawing up the annual order.

- COLLEGE DEVELOPMENT: To support the College Development Plan generally and in so far as it relates to the teacher's subject area.

CO-CURRICULAR ACTIVITIES: To play a full role in the weekly extra-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.