



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

**POST:** Year 3-5 class teacher

**TO WHOM RESPONSIBLE:** Head of Lower School, Head of Prep School

**MAIN PURPOSE:** To assume responsibility for teaching a Lower Prep School (Years 3-5) class and specified subject(s) within the Wellington College Prep School curriculum.

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**MAIN TASKS:**

The classroom teacher will have responsibility for the planning and teaching of the Wellington College Prep School curriculum to the designated class. They will be responsible in main for the delivery of Maths, English and the IPC together with mathematics to a children within the same year group. The teacher is also responsible for effective management and coordination with specialist teachers in areas such as Chinese and science. Support and guidance will be provided by the Head of Lower Prep in the first instance and then, where necessary, by the subject coordinators. The classroom teacher will ensure that all subjects to be taught to the class are planned to provide coverage, progression and continuity. The class teacher will also be required to carry out other such duties as the Deputy Head and Head of the Prep School and/or the Headmaster 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 designated class, and that the students develop a positive attitude towards learning within the school. The teacher must present lessons in a structured and coordinated manner with due regard to the ability of the students and the curriculum targets of the particular year group.

- **DIRECTED TIME:** To ensure attendance in the 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 students. To encourage good timekeeping amongst the students, 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 its students. To ensure that students know, understand and follow the College rules.
- ABSENCE: To request approval from the Headmaster, via the Head of the Prep School, for any absence from school and to give notice to appropriate people, especially the Head of Lower Prep, in good time. Wherever possible, to make medical appointments outside normal directed working time.
- 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 students.
- SAFETY: To emphasise the importance of safety and of safe methods of working in all areas of the College and the curriculum. To communicate to the students that they must take a responsible attitude to books and equipment with which they have been provided and that they will be punished and possibly charged for damage inflicted upon school property.
- DRESS: To maintain smart and professional standards of appearance.
- MONITORING: To monitor constantly and evaluate 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 management.
- ASSESSMENT: To assess regularly the students' work by means of formal and informal termly/half-termly assessment, as directed by the Head of Lower Prep and Deputy Head Academic. To take ownership of any ongoing or arising SEN needs in conjunction with the SEN department.
- COMMUNICATION WITH PARENTS: To communicate with parents on a regular, informal basis and to deal with day-to-day queries, as directed

by the Head and Deputy Head of the Prep School and the Head of Lower Prep. To attend parents' evenings 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 written reports twice yearly and when may be additionally required. To ensure all communications are passed onto the parents, via the students, at the allotted time.

- RECORD KEEPING: To maintain all the College records, including registers, reports, absent notes etc., and ensure they are provided/delivered at the stipulated time. To keep all records relating to the students' academic progress, and to ensure that these records are shared with colleagues and are available for inspection.
- CURRICULUM POLICY: To be involved in developing, implementing and monitoring all academic policies and to assist in the necessary documentation where required.
- DISPLAY: To ensure that the students' work is displayed and presented to the very highest standard in the classroom and throughout the Prep School. To ensure that these displays are changed regularly.
- CLASSROOM APPEARANCE: To ensure that the classroom and adjacent corridors 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 and HOMEWORK: To oversee and implement the Prep School prep and homework policy for the class.
- DUTIES: To carry out duties in the Prep School as required and timetabled. This will include some playtime supervision, lunchtime supervision and afterschool supervision.
- COVER: To provide cover for absent colleagues as and when deemed necessary by the head of section.
- STAFF DEVELOPMENT: To attend and participate fully in the Wellington College staff development and INSET programmes. To attend staff meetings and briefings as and when required by the Head of the Prep School.
- MANAGEMENT OF RESOURCES: To assist with the resourcing of all the subjects taught in the classroom, and to work with the section head in drawing up the annual order.

- COLLEGE DEVELOPMENT: To support the College development plan in so far as it relates to the subjects taught in the classroom, and the continuing improvement of the premises and accommodation used.
- CO-CURRICULAR ACTIVITIES: To support fully the College co-curricular activities programme, designed to enrich the school experience for the students.
- ASSEMBLIES: To accompany and oversee the class at all College assemblies. To prepare and oversee the class presentation at the weekly assembly, following the termly rota of classes for such assemblies. This preparation should not be allowed to impinge in any fashion on delivery of the Prep School curriculum.
- MAJOR EVENTS IN THE COLLEGE CALENDAR: To attend and participate in major events on the College calendar, as directed by the Head of the Prep School.
- NEWSLETTERS: To make a contribution to College newsletters, where appropriate and/or asked to by the Head of Lower Prep.