



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

## POSITION: Head of examination PE

Basic Information			
<b>JOB TITLE</b>	Head of examination PE	<b>DEPARTMENT</b>	Senior School
<b>TO WHOM RESPONSIBLE</b>	Head of Science, Director of Sport		
<b>MAIN PURPOSE</b>	To assume responsibility for all exam year groups and course for the subject of PE and sports science. To contribute more broadly to the teaching of PE in other year groups and to sport throughout the College. To be an integral part of both the science faculty and the sports department.		

### Role Outline and Main Tasks

The successful applicant will lead the continued development of Sports Science at IGCSE and IB, working with the Head of the Science Faculty towards this end. She/he will be responsible for the teaching of the PE curriculum in Year 9, working with the Director of Sport towards this end.

The applicant will also be a part of the College's successful sports department working with colleagues closely on the delivery of the co-curricular and competitive sports programmes.

At both IGCSE and IB, the subject area is very much positioned as part of the College's enormously successful Science Faculty. The successful applicant is expected to have a strong desire to work within this context, ensuring academic rigour is expressed through precision in methods, logical



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

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thinking, attention to the development of a deep level of subject knowledge, and a focus on careful analysis and evaluation. Both high academic standards and outcomes are expected. These should be the base on which pupils build an enthusiastic, critical and enduring relationship with all areas of sport, considered as both an applied and a social science.

The teacher will have the responsibility for the planning and teaching of IGCSE Physical Education and IB Sports Science, working under the Head of the Science Faculty to achieve this. 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 Head of School or 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 Physical Education and Sports Science, 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 as a house tutor and to take a significant role in the co-curricular sporting programme.

- **DIRECTED TIME:** To ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

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- **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, including when dressed for sporting activities.
- **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 the Science Faculty.
- **ASSESSMENT:** To assess regularly the pupils' work by means of formal and informal termly/half-termly assessment, as directed by the Head of the Science Faculty, the Head of



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

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School and the Master. To communicate with the Head of the Science Faculty 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 the Science Faculty, the Director of Sport, the Head of School and the Master. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals in Physical Education/Sports Science 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 Head 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 the Science Faculty, the Head 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 the Science Faculty.
- **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 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.



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

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- **HOMEWORK:** To oversee and implement the Senior School Homework policy for all classes taught.
- **DUTIES:** To carry out duties in the Senior school as required and timetabled by the Head of School and the Master. This will include lunchtime supervision and after-school supervision.
- **COVER:** To provide cover for absent colleagues as and when deemed necessary by the Head.
- **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 the Science Faculty
- **MANAGEMENT OF RESOURCES:** To assist with the resourcing of Physical Education and Sports Science and to work with the Head of the Science Faculty/Director of Sport in drawing up the annual order.
- **COLLEGE DEVELOPMENT:** To support the College Development Plan generally and in so far as it relates to Physical Education/ Sports Science and/or other courses taught.
- **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 Head of School. In particular, the holder of this post is expected to take a leading role in the coaching and development of teams (whether in the Senior or Prep schools), to include overseeing after-school practices and fixtures at weekends, as may be necessary.
- **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.



**WELLINGTON COLLEGE  
INTERNATIONAL  
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- **COLLEGE EVENTS** To contribute as fully as possible to the annual calendar of College events, in whatever way possible. In particular, the holder of this post is expected to make a significant contribution to the success of the College's annual Science Week.