



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: PE Teacher (KS3, KS2)

Basic Information

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| JOB TITLE | PE Teacher (KS3, KS2) | |
| TO WHOM RESPONSIBLE | Head of Department, Head of the Prep School | |
| MAIN PURPOSE | To assume responsibility for teaching PE mainly in years 5-9 | |

MAIN TASK:

We are looking to appoint a well-qualified, enthusiastic and creative teacher of PE. Of particular interest would be applicants who enjoy and/or have experience of teaching primary age or lower secondary age children. Our curriculum is dynamic and innovative and is broadly based on the English National Curriculum.

Pupils of all ages have the opportunity to participate in numerous sports teams and in a wide range of local and international tournaments. The sporting programme at Wellington considerable and a fundamental part of the College experience. The successful applicant will be involved more broadly in the sport throughout the school and will lead sports teams in their specialist area both within the Prep and Prep Schools.



**WELLINGTON COLLEGE
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Experience in international settings is welcome, and so is experience in multilingual environments, and in the UK state or private sectors.

- 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 students. To encourage good time-keeping 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 students. To ensure that students know, understand and follow the College rules.
- ABSENCE: To request approval from the Master, via the Head of the Prep School, for any absence from the College and to give notice to appropriate people, especially the Head of Department, 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 the classroom, and indeed in all areas of the College and the curriculum. To communicate to



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INTERNATIONAL
SHANGHAI**

the students 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 students' work by means of formal and informal termly/half-termly assessment, as directed by the Head of Department, the Head of the Prep School the Master. To communicate with the Head of Department regarding any student whose progress or behaviour gives cause for concern.
- **COMMUNICATION WITH PARENTS**: To communicate with parents on a regular basis, as directed by the Head of Department, the Head of the Prep School and the Master. To attend Parents' Meetings as required and to provide accurate, honest information regarding the progress of individuals in PE 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 the Prep 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 students' academic progress, and to ensure that these records are shared with colleagues and are



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

available for inspection by the Head of Department, the Head of the Prep School and the Master.

- CURRICULUM POLICY: To be involved in developing, implementing and monitoring all College policies regarding PE, 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 students' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the Prep 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 Prep School Homework policy for all PE classes.
- DUTIES: To carry out duties in the Prep School as required and timetabled by the Head of the Prep School and the Master. This will include playtime supervision, lunchtime supervision and after-school supervision.
- PASTORAL ROLE:
- COVER: To provide cover for absent colleagues as and when deemed necessary by the Master and the Head of the Prep School.



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- STAFF DEVELOPMENT: To attend and participate fully in Wellington College Staff Development and INSET programmes. To attend staff meetings and briefings as and when required by the Master and the Head of the Prep School.
- MANAGEMENT OF RESOURCES: To assist with the resourcing of PE for the Prep School, 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 PE.
- CO-CURRICULAR ACTIVITIES: To play a full role in the weekly co-curricular activities programme. The programme will take place outside of the prescribed teaching hours and will include some weekends as directed by the Master and the Head of the Prep School.
- ASSEMBLIES: To make a significant contribution to College assemblies, and newsletters, and by so doing highlight the work carried out by students in the subject.
- COLLEGE EVENTS: To contribute as fully as possible to the annual calendar of College events, in whatever way possible.