



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

BASIC INFORMATION

JOB TITLE	Curriculum coordinator	DEPARTMENT	Academic
SUPERVISOR	Head of Early Years		
RESPONSIBLE FOR	Curriculum development, leading on specific Areas of Learning across the Nursery, linked to the EYC's strategic priorities. The post will be supernummary but will require cover class teaching as required. No direct line management responsibility		

OBJECTIVE

***Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.***

Wellington College International Shanghai is looking for a skilled and experienced teacher to help to coordinate the EY curriculum, model and lead on practice with both Nsy and Rec teams. The post holder will be a highly skilled and flexible professional who is able to demonstrate the ability to innovate curriculum design, support best practice and measure the impact of teaching on learning. An ability to coach and mentor is essential. “

Experience

An imaginative and creative approach to education is practised in our classrooms and the post holder will be working in close partnership with the year group teams ensuring that all aspects of the curriculum are delivered to the highest standards for all of our pupils

BASIC QUALIFICATION	Education	Bachelor's degree and relevant teaching qualifications and certificates
	Major	Education
	Language	English
EXPERIENCE	Working Experience	At least five years' experience in primary age education, including Early Years. Experience working cross culturally essential



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TEAM BUILDING		<p>Key Responsibilities:</p> <ul style="list-style-type: none"><li>· Build strong teams and create the conditions for them to excel.</li><li>· Through lesson observation, support the performance appraisal of staff within the team.</li><li>· To provide support, coaching and mentoring to all staff</li></ul>
PROGRESS		<ul style="list-style-type: none"><li>· Monitor and record pupils' learning to ensure they remain on track to achieve challenging targets through pupil progress conversations, learning walks, planning scrutiny and moderation across the year groups</li><li>· Report regularly on progress to appropriate stakeholders through data analysis and summary documentation</li><li>· Measure and report on the impact of curriculum development</li></ul>
TEACHING AND LEARNING		<ul style="list-style-type: none"><li>· To support the leadership of the Early Years in developing consistency and improving teaching</li><li>· Ensure effective collaboration and consistency in planning and assessment</li><li>· Identifying developments needed in the provision for learners, constantly seeking strategies which will bring about improvements and are appropriate to the pupil</li><li>· Be responsible for ensuring effective communication and the smooth day-to-day running of classes</li><li>· Participate and lead in staff meetings, parent workshops and project development meetings as required.</li><li>· Be involved in decision-making on the preparation and development of policies and approaches to teaching, the monitoring of the quality of learning</li><li>· Model and promote Wellington values: kindness,</li></ul>



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PROMOTING THE  
SCHOOL AND ITS  
AIMS

- courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity: inspired, intellectual, independent, individual, inclusive
- Through research into excellent practice in the Early Years, contribute to school improvement/development planning and promote the learning priorities of the school development plan.
  - Support in admissions and recruitment of new families.
  - Understand, actively discuss and then support the aims of the school and their senior leaders
  - Contribute positively to the morale and community spirit in the school.
  - Model good practice in promoting and marketing the school.
  - Be an outstanding role model for the school.
  - Promote the wider aspirations and values of the school.
  - Adhere to all procedures and policies as outlined in the Staff Handbook.

CARE AND  
WELLBEING OF  
CHILDREN

- Ensure each child has a sense of belonging within their classroom and learning environment.
- Maintain the highest standards of care, child protection and safeguarding, at all times by upholding the 3Ps: Protection, Provision and Participation as outlined in UN Convention on the Rights of the Child.
- Understand the importance of building authentic relationships with families, knowing such understandings can lead to greater learning outcomes for children.
- Value families as important partners in the work of the school by maintaining frequent contact
- Be a visible, open presence for families



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PREFERRED  
APTITUDES

- A spirit of collaboration, stamina, drive, a sense of humour, a passion for children, positive nature, and a love of professional and lifelong learning
- Embraces every aspect of dual language learning and have an openness and willingness to learn about pedagogical practices that may be unfamiliar.
- Strong ability to embrace change and to work to tight timelines.
- Strong mind-set for continuous improvement to meet or exceed expectations.

*Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.shanghai@wellingtoncollege.cn](mailto:jobs.shanghai@wellingtoncollege.cn). Please note that any application with missing materials will not be considered.*

*Wellington College Shanghai is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.*