



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	I:I Learning Support Teaching Assistant	DEPARTMENT	Academic
REPORTS TO	Head of EAL and Learning Support		

Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.

QUALIFICATION EXPECTATIONS	EDUCATION	<ul style="list-style-type: none">• Bachelor's Degree in an Education related field• Qualification in Special Educational Needs (preferred)• Experience of working in schools and with children with additional needs (SEN)• Experience working with young children• Enthusiasm, flexible with energetic, excellent communication and interpersonal skills• Good relationships with students, teachers and parents• Familiar with all Microsoft Office products• Fluent spoken and written English
	MAJOR	In the relevant specialist(s) subject of curriculum
	WORKING EXPERIENCE	At least 3 to 4 years' experience in with a proven track record



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PROGRAMME AND PRACTICE	<ul style="list-style-type: none">• Work with a student with additional support needs to access the curriculum• To work as part of an Early Years class team to support a child with additional needs and build independence• To plan learning for the individual student together with the class teacher and Head of Learning Support.• To help track and monitor the individual child's targets and use this to produce next steps• To have knowledge of how to work with Early Years students and the Early Learning Goals• Assist in the maintenance and development of the School's academic standards, preparation and evaluation of lessons and learning materials.• Contribute to the planning and provision of opportunities for students to learn in out-of school contexts in line with the School's policies and procedures.• With teachers, evaluate students' progress through a range of assessment activities.• Contribute to programs of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.• Support and guide other less experienced TA's work in the classroom• In collaboration with the Teacher, foster and maintain constructive and supportive relationships and communication with parents, exchanging appropriate information, facilitating their support for their child's attendance, access and learning.• Provide physical support and maintain personal equipment used by the children at the school. Administer medication as sanctioned by School policy.• Take an active role in the House system, as determined by the Early Years Coordinator.
FAMILIES	<ul style="list-style-type: none">• 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 senior school by maintaining frequent contact and communications.• Communicate with families and the wider community about the programme, including presentations, workshops, through online platforms and parent meetings.
ENVIRONMENT	<ul style="list-style-type: none">• Enthusiasm, flexible with energetic, excellent communication and interpersonal skills• Good relationships with students, teachers and parents• Familiar with all Microsoft Office products• Fluent spoken and written English



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<p>PROFESSIONALISM</p>	<ul style="list-style-type: none"> • Model and promote the Wellington values: kindness, courage, integrity, respect and responsibility in the aim of enabling the Wellington Identity (inspired, intellectual, independent, individual, inclusive). • Commit to regularly collaborating with peers to understand and extend children’s theories, thoughts, ideas, and questions. • Attend all team meetings and committees as necessary and take on portfolio responsibilities within the team. • Confident in Microsoft Office (Excel and PowerPoint) and database systems. • Adhere to all procedures and policies as outlined in the Staff Handbook and Code of Conduct
<p>PREFERRED APTITUDES</p>	<ul style="list-style-type: none"> • A spirit of collaboration, stamina, drive, strong sense of humour, passion for children, positive nature, and a love of professional and lifelong learning from our fundamentals. • Embraces every aspect of childhood and have an openness and willingness to learn about evolving pedagogical practices. • Strong ability to embrace change and to work to tight timelines. • Strong mind-set for continuous improvement to meet or exceed expectations.
<p>ESSENTIAL CRITERIA</p>	<ul style="list-style-type: none"> • Appropriate qualifications, as above. • An innovative approach to education, with a willingness to embrace ICT skills. • Outstanding communication skills, verbal and written. • An ability to inspire young learners, setting high academic expectations. • A strong commitment to Wellington values, inherent in the hallmarks of a holistic education, and a willingness to contribute to an evolving CCA programme. • A resilient and determined mindset, with a capacity to work in a founding school team with overt positivity. • A strong capacity for flexibility, coupled to an inherent sense of humour.
<p>DESIRABLE CRITERIA</p>	<ul style="list-style-type: none"> • Previous experience with international education, working within a British curriculum environment. • Detailed knowledge of how to adapt this to an international, cross cultural, context. • Experience of working in a boarding school system, either in the UK or internationally.



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APPLICATION PROCESS

To apply for this position, please share your resume on careers@wellingtoncollege.in