



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	KS1 & KS2 Teaching Assistant	DEPARTMENT	Academic
REPORTS TO	Class Teacher / Assistant Headteacher and Head of Primary		

Wellington College International Pune (WCI Pune) formally opened in September 2023. Situated in a prime location in the city of Pune, with excellent transportation links, we provide an innovative learning environment for a first-class educational experience for pupils aged 2-18. Our world-class facilities allow us to offer the very highest academic and pastoral standards, in tandem with outstanding sporting and cultural opportunities. We follow an inspiring curriculum for Early Years and Juniors and employ the English National Curriculum for Years 7 to 9. From August 2024 we introduced the IGCSE curriculum for our Year 10 pupils and we offer the IBDP for our new Year 12 programme from August 2025.

The Teaching Assistant will work under the guidance of the class teacher to support high-quality teaching and learning, ensuring every child feels safe, valued, and respected. The role requires modelling and promoting the school's values of respect, kindness, responsibility, collaboration, and resilience. In line with the school's Code of Conduct, the post holder is expected to act with integrity, professionalism, and fairness, and to safeguard and promote the welfare of all children.

Main Task and Responsibilities:

- Support the class teacher in delivering lessons, ensuring all pupils are fully included and engaged
- Prepare, adapt, and deliver activities for individuals and groups, upholding the school's value of inclusion and respect
- Promote positive behaviour in line with the school's behaviour policy, consistently modelling the school values
- Assist in creating a safe, stimulating, and well-organised learning environment, reflecting the school's high standards and values
- Support the social, emotional, and behavioural development of children, responding sensitively to their needs with empathy and resilience
- Supervise pupils during lessons, transitions, break and lunch time and educational visits, maintaining a professional and responsible presence
- Foster strong, respectful relationships with pupils, colleagues, and families, ensuring confidentiality and trust at all times.
- Use ICT effectively to support children's learning and independence.
- To participate in Co-curricular activities
- Engage in professional learning, reflecting the school's commitment to growth, collaboration, and high expectations.
- Contribute to the wider life of the school, actively supporting events, activities, and initiatives that reflect our shared values and community spirit.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Teaching Assistant will carry out. There may be a requirement to complete other duties appropriate to the role, as directed by the Head of Primary.

Safeguarding Commitment



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Wellington College International Pune is 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, qualification checks and employment checks to include an exploration of any gaps in employment and two satisfactory professional references which will be verified.

Person Specification

Qualifications & Experience

- Bachelor's degree
- Fluent in English, Hindi and Marathi
- Demonstrate an understanding and ability to work with the English National Curriculum
- Desirable: Training in phonics
- At least three years' experience working with children in a primary educational setting
- Desirable: Experience supporting children with EAL

Knowledge and Skills

- Understanding of how children learn and develop
- Awareness of safeguarding and child protection responsibilities, and a commitment to acting in accordance with statutory guidance and the school's Code of Conduct
- Excellent English verbal and written communication skills, able to model positive language, respectful relationships, and fairness
- Ability to work collaboratively as part of a team and take responsibility when required
- Good organisational and time management skills
- Competence in using ICT to support learning

Personal Attributes

- A positive role model who consistently demonstrates the school's values of respect, kindness, responsibility, collaboration, and resilience
- Kind, patient, and empathetic with children
- Professional integrity, with high expectations of self and others.
- Flexible, proactive, and solution-focused
- Commitment to continuous professional development and reflective practice
- Inclusive and respectful of diversity, ensuring fairness and equality for all