



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE



Appointment of: Head of English

Wellington College International Pune
Location – Pune, India



Working for Wellington College International Pune

Wellington College UK is one of the world's most respected independent schools, founded on a distinguished heritage yet defined by a bold commitment to innovation in education. Consistently ranked among the top ten schools globally for the International Baccalaureate Diploma Programme (IBDP), Wellington UK is celebrated not only for academic achievement but also for its world-class excellence in sport, the arts, and pioneering work in wellbeing.

Bringing this global vision to India, Mr. Anuj Aggarwal, a trailblazer in Indian education and co-founder of the acclaimed Unison World School, partnered with Wellington College International to establish Wellington College International Pune (WCI Pune). Inspired by Wellington's ethos of holistic education and future-focused learning, Mr. Aggarwal is committed to redefining educational standards for students in India. As the eighth school in the Wellington College International family—and the first in India—WCI Pune draws strength from deep collaboration with Wellington College UK, as well as its thriving family of schools across the world.

Set on a state-of-the-art campus designed by MICA, an award-winning British architectural practice, WCI Pune (when at capacity) will be a co-educational day and boarding school for over 1,000 pupils aged 2 to 18. The learning journey begins with the Early Years Foundation Stage (EYFS) and the English National Curriculum, leading to the IGCSE course of study in Grades 9 and 10 (Years 10 & 11). In the Sixth Form, students undertake the prestigious International Baccalaureate Diploma Programme (IBDP), equipping them for success at the world's leading universities.

Nestled on the banks of the Mula-Mutha river in Wagholi, Pune, the school offers a lush, inspiring environment within easy reach of the airport and the city's finest residential, hospitality, and cultural developments. With its unique blend of British heritage, Indian vision, and global collaboration, Wellington College International Pune is set to become a new benchmark for educational excellence in India.





Wellington College UK

The Founding School, Wellington College (Crowthorne, England) was the vision of Queen Victoria and Prince Albert. Granted its Royal Charter in December 1853, with Queen Victoria laying the foundation stone in 1856, the school opened in 1859 as a national monument to the first Duke of Wellington and one of the country's most renowned military figures and statesmen. Its purpose was to provide an education to the children of soldiers who died in service. Today, Wellington College is a globally acknowledged, leading British co-educational boarding and day school providing a world-class, holistic education to 1200 students from ages 13-18 within an inclusive community. Wellington College is a values-based organisation founded on a purpose to pioneer education to serve and help shape a better world.

For more information, please visit: [Wellington College](https://www.wellingtoncollege.org)

Wellington College Education Network

As a global network united by a common purpose – pioneering education to serve and help shape a better world – Wellington College Education's (WCE) aim, either directly or alongside our worldwide partners, is to expand educational opportunities and foster cultural connectivity through leadership, innovation, and international collaboration. The WCE network encompasses ten co-educational schools and educates approximately 8,000 students around the world, as well as powering Festivals of Education for educators in the UK, China, Thailand, and the US.



About Pune

Pune is the second largest city in the state of Maharashtra in western India, around 160 kilometres south-east of the state capital, Mumbai. Situated 560 metres above sea level on the Deccan plateau, at the confluence of the Mula and Mutha rivers, it is the administrative capital of Pune District and the eighth most populous metropolitan area in India.

Pune is viewed by many to be Maharashtra's cultural capital, and the form of Marathi spoken in Pune is considered to be the standard form of the language. The culture of Pune encompasses both the traditional Maharashtrian lifestyle that is prevalent in the heart of the city, as well as a modern, progressive outlook resulting from it being a hub for education and liberal thought. People from multiple religions and speaking various regional languages reside here, and English is widely spoken. It also hosts numerous national festivals and cultural events throughout the year.

There are three distinct seasons: summer, monsoon and winter in Pune. Typical summer months are from March to May, with maximum temperatures ranging from 30°C to 40°C. The warmest month in Pune is April; although summer doesn't end until May, the city often receives locally developed heavy thundershowers in May (although humidity remains high). The monsoon lasts from June to October, with moderate rainfall and temperatures ranging from 10°C to 28°C (50°F to 82°F). Winter begins in November and the daytime temperatures hover around 28 °C (83 °F) while the night temperature is below 10 °C (50 °F) for most of December and January.

Nearest Airports

Lohegaon Airport Pune | International & Domestic

Mumbai International Airport | International & Domestic

The city's blend of academic excellence, industrial growth, and a dynamic tech ecosystem has cultivated a vibrant professional community, offering immense opportunities for collaboration and innovation. For leaders aspiring to contribute to and thrive in a progressive environment, Pune provides the perfect platform. Beyond work, Pune offers a rich and diverse lifestyle. Nestled in the foothills of the Western Ghats, the region serves as a gateway to outdoor activities such as trekking, rock climbing, cycling, and nature trails. The city is also known for its vibrant arts, culture, nightlife and culinary scene, offering a balance of modern urban living with access to heritage and nature.

With its unique mix of heritage, innovation, education, and lifestyle, Pune offers professionals not just a workplace, but a city where they can truly live, lead, and thrive.



Role and Job Specification

*Wellington College is a values-based organisation, and the core values **of kindness, responsibility, respect, integrity, and courage** underpin all interactions.*

Job Title –Head of English

Reports to – Academic (Head of Senior School)

Location – Pune, India

Role Purpose

Wellington College International Pune (WCI Pune) seeks an inspiring and experienced Leader for the Senior School English Department—someone who embodies visionary educational leadership and a commitment to excellence. The ideal candidate will foster strong collaboration, cultivate meaningful relationships, and adopt a growth mindset, driving high academic standards and promoting holistic development. With energy, resilience, and passion, they will serve as a role model within the school community, supporting students, families, and colleagues while upholding the values and ethos of an international school. The successful applicant will be expected to teach elements of the English National Curriculum (ENC) to Grades 6-8 (Years 7 -9), and IGCSE & IBDP courses to Grades 9-12 (Years 10-13).

Key Responsibilities:

Leadership & Strategy

- Lead the strategic direction, development, and day-to-day operations of the department.
- Mentor and support English teaching staff, fostering excellence in pedagogy and content delivery.
- Plan and review curriculum, schemes of work, and assessment schedules aligned with IGCSE and IBDP standards.
- To model and embed the Wellington values of kindness, courage, integrity, responsibility & respect.
- To develop and implement a clear vision and strategic plan for the English department that is consistent with the College's development plan.
- To manage the quality of teaching and learning throughout the department.
- To design and implement a programme of departmental continuing professional development.
- To manage progress and attainment in all Senior School English curricula.
- To design and quality-assure pupil assessment, feedback and support interventions.
- To ensure the quality and consistency of Senior School English curricula. This may include the development of schemes of work, departmental policies and other documentation under the guidance and accountability of the Head of Senior School.
- To chair department meetings with a focus on teaching and learning, ensuring a detailed agenda and minutes are produced and distributed in a timely manner.
- To ensure student leadership opportunities are prevalent throughout the department.
- To provide accurate, useful and detailed analysis of pupil data.
- To manage department resources and the departmental budget.



Key Responsibilities

- To keep up to date on all pedagogical, syllabus and general educational initiatives and developments.
- To teach innovative and inspiring lessons to classes ranging from year 7 to year 13, including all the normal professional responsibilities that accompany the role of class teacher.

Whole-School Contribution

- To contribute to the College's pastoral programme and serve as Senior School Tutor.
- To take a full and committed role in the College's Co-curricular programme.
- To keep up to date and adhere to all policies and guidelines, including but not limited to staff safeguarding, emergency protocols and staff expectations.

Outreach & Communication

- To contribute to learning communities within the wider College and with other WCI schools.
- To serve as an active and effective member of the Senior School Heads of Department team.
- To communicate effectively with parents on the progress, attainment and overall development of the students, through written reports and parent/teacher consultation evenings.

Assessment & Student Performance

- Provide regular performance reports using internal and external assessment data.
- Plan and implement interventions to meet aspirational targets at IGCSE and the IB Diploma programme.



Key Responsibilities

Staff Management & Development

- Support staff professional development and share subject-specific CPD.
- Ensure staff induction, understanding of policies, and implementation of the appraisal process is aligned between departmental members.
- Monitor attendance and absence management for staff and students.

Student Welfare & Inclusion

- Safeguard students and ensure Health and Safety compliance in lessons.
- Implement effective welfare policies and create an environment that values everyone's contribution.

General Responsibilities

- As with all colleagues, monitor students' overall wellbeing and liaise with school counsellors and other staff members when there are concerns or issues.
- Attend ongoing learning initiatives like CPD workshops, lectures, conferences, and other events where you are able to expand education networks.
- Other reasonable requests outlined by the Head of Seniors and/or Master.



Personal Attributes

Qualifications

- A relevant degree in English (BA / MA) and professional teaching qualification.
- Recent teaching experience of GCSE/IGCSE and the International Baccalaureate Diploma Programme.
- Minimum 5 years of teaching experience, including leadership/coordination experience in the English department.
- Excellent subject knowledge and an interest in current developments in English
- Strong organisational, self-management and problem-solving skills

Experience – Required

- 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 school team with overt positivity.
- A strong capacity for flexibility, coupled to an inherent sense of humour.
- Good knowledge of international curricula (IB, Cambridge, or equivalent).
- Experience with reputation building and community relations with measurable enrolment impact.
- In-depth knowledge of compliance, safeguarding, and international accreditation standards.
- Significant experience in multicultural environments.

Experience – Preferred

- Experience of working in a boarding school system, either in the UK or internationally.
- A spirit of collaboration, stamina, drive, strong sense of humour, passion for children, positive nature, and a love of professional and lifelong learning form 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.
- Experience of working collaboratively with young people, preferably with an understanding of international examinations in the specific subject (IGCSE / IB Diploma).
- If the candidate has experience of and exposure to Indian life and culture, it would be an added benefit.



Personal Qualities

- Outstanding communication, diplomacy, and relationship-building skills with diverse stakeholders.
- Consistently embodies the Wellington College values of courage, integrity, kindness, respect, and responsibility in all aspects of leadership and practice.
- An inspiring and skilled leader of people able to drive the delivery of key milestones while keeping the team members motivated, engaged, and aligned.
- Deeply values and actively promotes diversity and inclusion, reflecting the ethos of both Wellington College and the Pune community.
- A passionate educator who places students at the heart of every decision, ensuring their holistic development and wellbeing.
- Demonstrates exceptional organisational ability, balancing multiple responsibilities and deliverables without compromising quality or attention to detail.
- Exercises sound judgment and discretion when handling confidential or sensitive matters.
- Flexible, adaptable, and resilient in the face of change, taking full accountability for responsibilities while ensuring colleagues are also held to account.
- Skilled at working under pressure, with the ability to make clear decisions, prioritise effectively, and consistently meet deadlines.



How to apply

Please submit your completed Application Form on the TES portal. Also share details of three references, **one of whom must be the current employer**.

The closing date for applications is Thursday 15th January 2026 (5:00 pm Indian Standard Time).

Preliminary interviews will be conducted with the HR department. The shortlisted candidates will then interview with the Head of Senior School and Headmaster.

Wellington College International Pune reserves the right to appoint a candidate prior to the closing date. **Early applications are therefore encouraged.**

References:

Please note that we will wish to contact the referees of all shortlisted candidates.

Safer Recruitment Policy:

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks. All international colleagues will, where appropriate, require the customary International Child Protection Certificate (ICPC).

