

TEACHER – JUNIOR SCHOOL

PRIMARY OBJECTIVE

1. To academically instruct and pastorally engage students in a variety of settings in a manner that is totally reflective of the ethos of the School and totally oriented towards the optimum development of each student's talents and abilities.
2. To actively support the pastoral care of students and the development and implementation of the School's Positive Education Framework.
3. To professionally act in the capacity of a committed Class Teacher (Prep – 6)
4. To actively support, role model and implement the School's Academic and Pastoral Charters.

REPORTING RELATIONSHIPS

This position reports in the first instance to the Head of Junior School.

SPECIFIC ACCOUNTABILITIES

Students

1. Ensure that a positive and well managed classroom environment is created that reflects good manners, respect for the opinions of others and the expectations of the School.
2. Regularly monitor students' work and progress both formatively and summatively and provide feedback both formally and informally when appropriate and/or required.
3. Maintain accurate records of student attendance, results and progress and have these accessible when required.
4. Consistently model to students the fundamental values implicit in the ethos of the School in terms of punctuality, dress, deportment, manner and mutual respect.
5. Utilise teaching practices that optimise student involvement, opportunities for student success, self-esteem and incremental improvement.
6. Actively provide support to the tutorial program offered by the School.
7. Actively support the implementation of the School's Positive Education program.

Staff

1. Attend meetings requested by the Head of Junior School.
2. Punctually and reliably attend School Assemblies and Staff Briefings/meetings.
3. Undertake professional development activities as designated by the Principal and participate in school-based in-service initiatives within particular Faculty areas.
4. Maintain a positive and constructive professional relationship in all exchanges with fellow staff members and other members of the School community.

Curriculum

1. Ensure that programs of work are implemented as designed and intended and that associated assessment programs are accurately undertaken and reporting deadlines met.
2. Ensure that personal teaching practices are facilitating student involvement, access to a variety of resources and optimising student success relative to ability.
3. Actively support the School's co-curricular program.

Community

1. Report regularly to parents on student achievement both informally upon request and through the Head of Junior School or formally at designated times for official reports.
2. Supervise and organise teacher aide and/or parental assistance in the classroom (where applicable).
3. Attend the following School functions: Meet & Greet functions; Parent-Teacher Nights; Speech Day; Open Night; Subject Information Nights; School camps; sports carnivals; cultural performances and other events as deemed necessary from time to time by the Principal.

4. Represent clearly, unambiguously and supportively the ethos and fundamental values of the School when representing the School to members of the outside community.
5. Reliably complete all rostered grounds duties and supervision lessons.

Facilities/Resources

1. Maintain a vigilant perusal of School plant and equipment to minimise vandalism and to maintain the clean and tidy state of the grounds.
2. Always proactively act to ensure that classrooms are left in a tidy and presentable manner after their use.
3. Always proactively act to ensure that the area immediately surrounding classrooms is free of litter.
4. Assist Library staff in the retrieval of class sets at the end of term.