

## POSITION DESCRIPTION

<b>Position:</b>	<b>Teacher – Secondary</b>
<b>Reporting to:</b>	<b>Head of Department</b>
<b>Department:</b>	<b>Relevant Department</b>
<b>Date:</b>	<b>May 2020</b>

### **Primary Purpose:**

The Classroom Teacher is responsible for the effective delivery of teaching programs within their relevant discipline. The role works closely with the Head of Department to ensure a holistic approach is taken to the curriculum and the underlying principles and strategies of the School are met. In addition to specified teaching duties, all classroom based teachers are expected to provide pastoral support to the students and to be actively engaged in curriculum development.

### **Position in Context:**

Under the direction of the relevant faculty Head of Department, the Classroom Teacher is responsible to the relevant Head of School and is part of the relevant faculty team.

### **Freedom to Act / Autonomy:**

It is the responsibility of the Classroom Teacher to inform the relevant Head of School of any important enquiries and any potential issues that may arise in the course of the day.

### **Staff – Student Partnership:**

#### **Overarching statement**

In line with our Learner Profile and School Compass, every student at Tintern Grammar will want to come to school every day in the knowledge they are valued for themselves, are safe and secure.

### **Our expected practices**

- Staff will actively demonstrate and model respectful behaviours
- Staff will allow students to take risks within a structured school environment, make individual choices and to use these as learning opportunities
- Staff know, value and connect with each student
- Staff will interact with empathy at all times
- Staff will demonstrate an understanding of age and gender appropriate expectations of behaviour
- Staff have appropriate expectations of student behaviour as we believe they have an innate desire to do the right thing
- Staff will actively work with students to promote and encourage them to find their strengths

### **Motivating students to participate in a positive, pro-social way**

- Being known, valued and recognised
- Students have a voice in the life of the school
- Students have a sense of success or achievement
- Good role modelling by staff
- Fairness, flexibility and forgiveness
- Engaging teaching that accounts for individual differences
- Students are recognised for what they can do
- Students respond positively to those whose good opinion they value. This links back to care, respect and positive relationships.

## **Major Duties and Responsibilities:**

### **1. Student Welfare**

The Teacher is accountable to their students and families and must make their foremost responsibility the education and welfare of all students in their care.

- Regard the lifelong learning of students as the main goal of teaching.
- Base teaching on best theoretical and practical knowledge and knowledge of each student's development, skills and interest.
- Recognise, respect and promote the understanding of diversity.
- Provide an environment which promotes the physical, emotional, social and intellectual wellbeing of all students.
- Create and maintain appropriate professional relationships with students.
- Protect students' rights to privacy and confidentiality.
- Establish relationships with parents based on courtesy, mutual trust and open communication.
- Respect family privacy and treat information with an appropriate level of confidentiality.
- Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children.
- Respect the uniqueness and characteristics of family backgrounds.

### **2. Planning and Preparation**

The teacher shall design lesson plans and assessments that reflect a deep understanding of the content, an appreciation for the level of instruction that is appropriate for students, and an awareness of available resources.

- Demonstrates knowledge of content and pedagogy.
- Demonstrates knowledge of students.
- Plans, prepares and presents lessons that differentiate for the needs of the whole ability range within their class.
- Demonstrates knowledge of available resources for instruction.
- Designs coherent learning units, lessons and activities for students using a variety of instructional strategies.
- Integrates the use of technology into teaching practices.

### **3. Classroom Environment**

The teacher shall establish a comfortable and respectful classroom environment, which cultivates a culture for learning and creates a safe place for risk-taking, encouraging students to become independent and confident learners. The teacher manages routines and procedures efficiently and sets a tone that is cooperative and non-disruptive.

- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Manages classroom procedures, so that instructional time is maximised.
- Effectively manages student behaviour with clear expectations and consequences.
- Organises physical classroom space for optimal learning.

### **4. Classroom Instruction**

The teacher shall engage students in the process and enjoyment of learning through effective instruction.

- Communicates clearly and accurately
- Uses effective questioning and discussion technique
- Engages students in learning
- Provides quality and timely feedback to students

- Demonstrates flexibility and responsiveness
- Adds value to student learning

## 5. Professional Learning and Development

The teacher shall commit to ongoing professional learning and continually strive to improve teaching and learning strategies.

- Demonstrate a commitment to continuous learning by participating in various professional development activities
- Actively support the establishment of a culture of continuous learning and improvement in the Department by supporting change and actively promoting professional learning of Departmental colleagues
- Maintain awareness of current trends and changes by remaining in contact with relevant associations and other professional networks
- Participate in curriculum initiatives for Tintern Grammar as required

## 6. Other responsibilities

The teacher shall carry out the duties of the teaching profession outside the classroom.

- Show personal commitment to the values and ethos of Tintern Grammar.
- Reflect with discernment on his or her own teaching.
- Maintain accurate records.
- Build positive relationships with parents and maintain good communication with the child's home.
- Maintain positive relationships with colleagues and contributes to the overall success of the school.
- Demonstrate professionalism and the capacity to model and share excellent teaching skills.
- Supports wider school programs.

## Competencies Required

Current VIT registration

Exceptional verbal, interpersonal and written communication skills

Innovative thinker with energy to achieve objectives

Ability to implement effective teaching and learning strategies in order to cater for different learning styles

Demonstrated ability to establish positive and effective working relationships with staff and students

Demonstrated experience working effectively in a team environment.

Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks

Computer literacy for word processing, spreadsheets and the use of internet

## Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child

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abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....