The Deputy Head of Junior School–Administration and Pastoral Care, oversees the best possible education for the boys within Junior School and oversees the administration of the Junior School.

The School follows the Primary Years Programme of the International Baccalaureate (IB) for Years 1 to 5. Our pedagogy is inquiry based with a strong emphasis on the development and consolidation of basic skills. We provide an enriched curriculum that blends the scope and sequence documents of the IB with the Australian and Western Australian Curricula.

Responsible to: Head of Junior School

MAIN TASKS

1. Leadership
   - Participate as an active senior member of the College staff to ensure effective client-centred functions are performed in support of the Christian ethos and liturgical activities of the College
   - Meet and welcome the College community at all occasions associated with the Junior School
   - Interview parents or attend interviews conducted by teachers, as required
   - Maintain an awareness of child protection guidelines
   - Encourage staff to participate in professional development programmes
   - Liaise with the Head of Junior School, the Deputy Head of Junior School responsible for curriculum and attend meetings of senior staff as necessary
   - Assist with the planning and presentation of orientation programmes for students, teachers and parents.
   - Support in staff selection as directed by the Head of Junior School

2. Administration
   - In collaboration with the Head of Junior School:
     - Compile reports and articles for College publications and Thistle
     - Notify and organise staff to prepare newsletter and college publication articles
     - Liaise with the Head of the Junior School, Deputy Head of Junior School responsible for curriculum and the Facilities Manager regarding the maintenance and condition of buildings, grounds and equipment
     - Prepare the Years 1 to 5 timetables in collaboration with the Head of Junior School, Deputy Head of Junior School responsible for curriculum and the Leadership Team. Input timetable in collaboration with ILT into Teachers Assistant, assist in the preparation of the Junior School Calendar in collaboration with the Head of Junior School and Personal Assistant to the Head of Junior School.
     - Provide information to the Personal Assistant for the Junior School parent wiki weekly
     - Prepare and chair staff meetings, as required
     - Assist the Leadership Team and the Deputy Head of Junior School responsible for curriculum and Head of Junior School to prepare Staff PD sessions
     - Organise the relief staffing as required
       - Maintain relief database with tracking budget
       - Submit relief paperwork to payroll when required
       - Maintain a lost DOTT database
       - Ensure Head of JS and Reception are made aware of absent staff
• Organise and take responsibility for Junior School Assemblies and all JS events including but not limited to;
  o New Parent Information Evening
  o Parent Engagement Workshops
  o Parent Interviews
  o PYP Exhibition (in conjunction Deputy Head of Junior School responsible for curriculum)
  o Sport Carnivals (in conjunction with Head of Junior School Sport)
  o Student led conferences (in conjunction Deputy Head of Junior School responsible for curriculum
  o Synergetic, Reporter Day and Class photos (in conjunction with the Personal Assistant)
  o Open Day
  o Orientation Day
  o Remembrance Day
  o Grandparents Afternoon
  o Junior School Christmas Lunch
  o Junior School Presentation Afternoon (Including preparing JS Video)
• Organise, oversee and contribute to the School Thistle in conjunction with the Junior School secretary
• In conjunction with ILT Coach and Deputy Head of Junior School responsible for curriculum, prepare reporting timeline, input reporting data into Teachers Assistant and manage reporting process, ensuring a high standard and timely submission and distribution of reports.
• Assist in printing, collation and mailing of reports and supporting documentation for both Semester 1 and Semester 2 reports.
• Manage NAPLAN testing administration
• Assist in the preparation and management of student resource levies
• Prepare and update staff documentation for the White Junior School staff guidelines file annually
• Collaborate with Admissions of Junior School student numbers annually and assist with class list preparation and handover
• Facilitate work experience and student teacher programmes for Years 1 to 5
• Provide professional leadership and management of staff, acting as an exemplar of high quality teaching practice.
  o Supervise professional and other staff and monitor the teaching performance of probationary teachers
  o Oversee staff guidelines, policies and procedures ensuring they are up to date and available for staff and that they are being adhered to
  o Regularly update and maintain the Staff Wiki to ensure all staff are being communicated with effectively throughout the year
  o Assist in the management and welfare of students including management of student behaviour
  o Enhance home and school partnerships by facilitating two-way communications
  o Positively motivate parents and staff, develop good rapport with colleagues, students and the community and work effectively in a team situation
  o Participate as an active member for the Friendly Schools and Families Pastoral Care team, working alongside the College Chaplain, FSF Coordinator and the School Psychologist

3. Pastoral Care
• Responsible for pastoral care of staff and students in Year 1 to 5 in liaison with the Head of Junior School, College Chaplains, FSF Coordinator and School Psychologist.
• Demonstrate care and concern for the spiritual, emotional, social and academic development of students
• Uphold and support the guidelines for student behaviour and dress
• Provide a caring environment supportive of the Christian ethos and liturgical activities of the College
• Relay concerns regarding particular students to Head of Junior School, Deputy Head of Junior School responsible for curriculum, Chaplain, School Psychologist or Headmaster as appropriate in accordance with College procedures
• Model appropriate classroom management strategies in order to provide a positive and effective learning environment
• Enable students to manage their own behaviours through agreed and negotiated classroom management plans

4. Teaching Practice
The role of the teacher includes the following responsibilities:
• Timetabled classes as a support teacher for 0.5 Academic Support and 0.5 administration and pastoral care
• Develop and carry out suitable formative and summative assessment strategies with students
• Use Information and Communication Technologies to present engaging and challenging learning experiences
• Prepare and present an outcomes focused curriculum based on the Australian Curriculum and the International Baccalaureate’s Primary Years Programme
• Plan and present learning experiences that are student centred and outcomes focussed
• Closely monitor student progress in each subject area and maintain up-to-date student records on each student’s learning
• Communicate student progress to parents in the form of student portfolios twice a year, interviews and formal semester reports
• Facilitate appropriate individualised remediation and extension activities as required
• Apply appropriate classroom management strategies in order to provide a positive and effective learning environment

5. Co-Curricular Programme
• Coordinate College activities by attendance at various Co-Curricular and social functions. (Attendance at the Presentation Afternoon is compulsory for all teaching staff)
• Participate in the College’s required Co-curricular programme (minimum 80 standard hours applies)

6. Spirituality
• Behave in a way that is in sympathy with Scotch College as an active member of the Uniting Church in Australia
• Support the work of the Chaplain by attending Worship and the exploration of spiritual themes within the classroom
• Recognise spiritual search for meaning as an essential element of our common humanity

7. Professional Development
• Keep up to date with curriculum and resource development
• Maintain adequate technology competencies relevant to teaching
• Attend appropriate seminars and courses
• Participate in subject or area association meetings as appropriate
• Maintain relationships with professional association (e.g. Curriculum Council, AISWA)
• Participate in and contribute to Scotch College professional development programmes
• Participate in the school’s Professional Development and Review process
• Participate in the development and evaluation of curriculum, programmes and resources for the implementation of the curriculum
8. **Service and Teamwork**

- Serve as good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College, including being well-groomed and wearing appropriate professional attire
- Take an active part in the general life of the College - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college
- Attend staff meetings including full College, Junior School, year level meetings, team teaching meetings and, on occasions, extraordinary meetings
- Promote and assist in the co-curricular programme of the College, interacting with students in activities outside the set daily timetable (minimum expectation is one hour per week)
- Carry out extra duties as required, for example, House Leader, curriculum leader, grounds duty, internal relief, special Chapel services, parent information evenings, fellowship events and Presentation Ceremony
- Attend school camps each year, as required
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- Maintain professional confidentiality concerning information about staff and/or students
- Strive to implement productivity, quality and service improvements on a continual basis
- Remain abreast of current trends through:
  - Participation in and contribution to professional development activities
  - Relevant professional organisations
- Undertake and apply Occupational Health and Safety requirements in the workplace
- Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained
- Operate as a ‘team player’ at all times and fully support the Principal, Executive and activities of the College

**SKILLS AND ABILITIES REQUIRED**

- Ability to build trusting relationships with boys, parents, peers and other staff
- Competent technology skills relevant to the teaching areas
- Excellent manner in dealing with staff, students, parents and general public
- Ability to use Synergetic (school database) and Teachers Assistant
- Ability to work as part of a team and independently
- Ability to work under pressure and to deadlines
- Punctual and flexible
- Good time-management skills
- Ability to prioritise
- Ability to maintain confidentiality
- Ability to show initiative and to be proactive and positive
- Ability to represent the school at a professional level
- Attention to deliver engaging lessons that stimulate and educate students

*This Duty Statement is to be read in conjunction with the Junior School Teacher Duty Statement below*
JUNIOR SCHOOL TEACHER

JOB DESCRIPTION

The Junior School teacher provides the best possible education for the boys within their classroom and contributes to the pastoral care and co-curricular programmes of the School.

The School follows the Primary Years Programme of the International Baccalaureate for Years 1 to 5. Our pedagogy is inquiry based with a strong emphasis on the development and consolidation of basic skills. We provide an enriched curriculum that blends the Scope and Sequence documents of the IB with the Australian and Western Australian Curricula.

Responsible to: Head of Junior School

MAIN TASKS

1. Teaching Practice

The role of the teacher includes the following responsibilities:

- Prepare and present an outcomes focused curriculum based on the Australian Curriculum and the International Baccalaureate’s Primary Years Programme
- Submit programmes at the commencement of each term to the Deputy Head of Junior School responsible for Curriculum
- Use Information and Communication Technologies to present engaging and challenging learning experiences
- Plan and present learning experiences that are student centred and outcomes focussed
- Closely monitor student progress in each subject area and maintain up-to-date student records on each student’s learning
- Communicate student progress to parents in the form of student work sample files twice a year, interviews and formal semester reports
- Facilitate appropriate individualised remediation and extension activities as required

2. Pastoral Care

All staff have pastoral responsibilities within the School, whether as classroom teachers or in their specific role as tutors. The key tasks of each teacher include:

- Knowing every boy as:
  - an individual (eg. medical history and problems, likes/dislikes and interests)
  - a member of his family
  - a member of the School (academic ability and progress, involvement in games, co-curricular activities)
- Develop an open relationship based on mutual trust with the boys
- Monitor each boy’s academic progress
- Monitor each boy’s behaviour development, being aware of any circumstances which may lead to poor or erratic behaviour
- Monitor each boy’s attendance patterns and report matters of concern to the Deputy Head responsible for pastoral care
- Where appropriate provide feedback to the Head of Junior School which summarises a student’s role in the class and his participation in the co-curricular programme
- Develop and maintain open lines of communication with parents
- Attend and participate in Staff Meetings, Assemblies, and Chapel
- Attend school-organised activities when appropriate
3. Co-curricular programme
   • Coach sporting teams and/or contribute to the School’s co-curricular programme
   • Take an active role in the co-curricular programme as appropriate to your full-time equivalence
   • Ensure all activities are pursued in a manner consistent with the Scotch College values
   • Encourage boys to be active participants in the co-curricular programme offered
   • Keep accurate records of boys’ attendance and performance in co-curricular activities
   • Ensure adequate levels of supervision and standards of behaviour during activities
   • Ensure the necessary equipment is available and maintained

4. Spirituality
   • Support the Christian ethos of Scotch College, which is an active member of the Uniting Church in Australia
   • Support the work of the Chaplain by attending worship and the exploration of spiritual themes within the classroom
   • Recognise spiritual search for meaning as an essential element of our common humanity

5. Professional Development
   • Keep up to date with curriculum and resource development
   • Maintain adequate technology competencies relevant to teaching
   • Attend appropriate seminars and courses inside and outside of school hours
   • Participate in subject or area association meetings as appropriate
   • Maintain relationships with professional association (e.g. Curriculum Council, AISWA)
   • Participate in and contribute to Scotch College professional development programmes
   • Participate in the school’s professional development and review process
   • Participate in the development and evaluation of curriculum, programmes and resources for the implementation of the curriculum

6. Service and Teamwork
   • Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
   • Maintain professional confidentiality concerning information about staff and/or students
   • Ensure that all documents are prepared and presented in a professional format in keeping with College practices and that a high standard of spelling, grammar and punctuation are maintained
   • Operate as a ‘team player’ at all times and fully support the Head of the Junior School and Leadership Team in all aspects of the College

SKILLS AND ABILITIES REQUIRED
   • Ability to build trusting relationships with boys, parents, peers and other staff
   • Ability to deliver engaging lessons that stimulate and educate students
   • Competent technology skills relevant to the teaching areas
   • Excellent manner in dealing with staff, students, parents and general public
   • Ability to use the school database
   • Ability to work as part of a team and independently
   • Ability to work under pressure and to deadlines (Good time management skills)
   • Punctual and flexible
   • Ability to prioritise
   • Ability to maintain confidentiality
   • Ability to show initiative and to be proactive
   • Ability to represent the School at a professional level