

MIDDLE SCHOOL TEACHER

JOB DESCRIPTION

A Middle School teacher provides the best possible education for the boys within their classroom and contributes to the pastoral care and co-curricular programs of the School.

The Middle School operates the International Baccalaureate Middle Years Program (MYP) from Years 6 to 8. The MYP continues into Senior School in Years 9-10. This curriculum is consistent with the Western Australian Curriculum Framework and treats all areas of the curriculum as valuable and important in the education of young people.

Responsible to: Headmaster and School Executive through Head of Middle School

MAIN TASKS

1. Teaching Practice

The role of a Middle School teacher includes the following responsibilities:

- Plan and present learning experiences that are student centred and outcomes focused based on the WA Curriculum Framework and the International Baccalaureate's Middle Years Program
- Submit programs at the commencement of each term to the MYP Coordinator.
- Use Information and Communication Technologies to present engaging and challenging learning experiences.
- Keep accurate records of each student's attendance, progress and assessment.
- Communicate student progress to parents in the form of student work sample files, parent interviews and formal academic reports.
- Utilise support staff appropriately and facilitate individualised remediation and extension activities as required.

2. Pastoral Care

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

- Knowing each 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)
- Recognise and support students growing through a critical physical, social, emotional and intellectual transitional period in their lives.
- Develop an open relationship based on mutual trust with the boys.
- Monitor each boy's academic progress.
- Monitor boy's behaviour development and being aware of any circumstances which lead to poor or erratic behaviour
- Monitor boy's attendance patterns and report matters of concern to the Deputy Head
- Provide feedback to the Head which summarises a student's role in the class and his participation in the co-curricular program.
- Develop and maintain open lines of communication with parents.
- Attend and participate in Staff Meetings, Assemblies and Chapel
- Attend school organised activities relevant to the Middle School.

3. Co-curricular program

- Encourage boys to be active participants in the co-curricular program offered.
- Take an active role in the co-curricular program as appropriate to your full-time equivalence; 80 hours per annum FTE.
- Ensure all activities are pursued in a manner consistent with the Scotch College values.
- 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**
- Behave in a way that is in sympathy with 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 to work in a 1:1 laptop classroom environment.
 - 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 programs
 - Participate in the school's Professional Development and Review process
 - Participate in the development and evaluation of curriculum, programs 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 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 Head, Management Team and activities of the College.

SKILLS AND ABILITIES REQUIRED

- Ability to design and deliver engaging lessons that stimulate and educate students of multiple ability levels within the same class.
- Ability to design and implement assessment tasks and interpret standardized assessment data with the view to informing teaching practice and communicating with students and parents.
- Ability to build trusting relationships and work harmoniously with boys, parents, peers and other staff.
- Competent technology skills relevant to a 1:1 laptop environment and an ability to use a school database system for recording and reporting.
- Ability to work under pressure and to deadlines as part of a team and/or independently.
- Ability to maintain confidentiality and to represent the school at a professional level.
- IBO background experience is desirable although not essential.

QUALIFICATIONS

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education
- Member of the Western Australia College of Teaching
- Current Working With Children Clearance (prior to commencing employment)

GENERAL CONDITIONS:

General conditions are as per the Scotch College Teachers Enterprise Agreement.