Junior School Teacher

Full-time

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 programs of the School.

The School operates the International Baccalaureate Primary Years Program from Years 1 to 5. This is a model in sympathy with the Western Australian Curriculum Framework and one that treats all areas of the curriculum as valuable and important in the education of young people.

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 WA Curriculum Framework and the International Baccalaureate’s Primary Years Program
- Submit programmes at the commencement of each term to the PYP Coordinator.
- 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 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)
- 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 your class

3. Co-curricular program
• Coach sporting teams and/or contribute to the School’s co-curricular program
• Take an active role in the co-curricular program 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 program 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
• 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

5. 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 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 Principal, Management Team and activities of the College.