

# Junior School Teacher

SCOTCH  
COLLEGE



## JOB DESCRIPTION

**Reports to:** Head of Junior School

**Department:** Junior School

### Position Summary

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 (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.

### Essential Criteria

#### Education and training

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education
- Registration with the Teacher Registration Board of Western Australia (TRBWA)

#### Core competencies (knowledge, skills, and experience)

- Ability to build trusting relationships with boys, parents, peers and other staff
- Attention 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 school databases
- Ability to work as part of a team and independently
- Ability to work under pressure and to deadlines
- Punctual and flexible, with good time management skills
- Ability to prioritise
- Ability to maintain confidentiality
- Ability to show initiative and to be proactive
- Ability to represent the school at a professional level

#### Additional requirements and values

- Eligibility for registration as a teacher in Western Australia
- Current Working With Children Check (WWCC), Western Australia
- Involvement in the College's co-curricular programme
- Flexibility of working hours
- A demonstrated commitment to the promotion of the College, as a Uniting Church in Australia school, in accordance with the College's Vision, Mission and Values
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines
- Recognise Scotch College is a Child Safe Organisation and uphold the College community's commitment to a shared culture of child safety.

## Core Responsibilities and Tasks

### Teaching Practice

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

- Plan and present learning experiences that are student centered and outcomes focused based on the WA curriculum Framework and the International Baccalaureate's Primary Year's Programme
- Submit programmes at the commencement of each term to the Deputy Head of Junior School - Teaching and Learning
- Use Information and Communication Technologies to present engaging and challenging learning experiences
- Plan and present learning experiences that are student centred and outcomes focussed
- 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

### Pastoral Care

All Junior School teachers have pastoral responsibilities within the School, whether as classroom teachers or in their role as a member of the Junior School staff. Key responsibilities of all teachers are to:

- Know each boy as -
  - An individual
  - A member of his family
  - A member of the school
- Develop relationships based on mutual trust with the boys
- Monitor each boy's academic progress
- Monitor each boy's behaviour development
- Monitor each boy's attendance patterns and report matters of concern to the Deputy Head of Junior School – 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

### Co-curricular Programme Involvement

- Provide a co-curricular club (pro-rata if part-time)
- 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

### 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

### Professional Development

- Keep up to date with curriculum and resource development
- Maintain adequate technology competencies
- Attend appropriate seminars and courses
- Participate in subject or area association meetings as appropriate

- Maintain relationships with professional association (e.g. 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

#### **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 of Junior School, the Leadership Team and activities of the College

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***This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Leadership's discretion. Employees may also be required to undertake other reasonable duties as directed.***

***Updated 29 January 2026***