

Middle School Teacher

SCOTCH
COLLEGE



JOB DESCRIPTION

Reports to: Head of Middle School

Department: Middle School

Position Summary

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

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

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

- Flexibility of working hours
- Eligibility for registration as a teacher in Western Australia
- Working with Children Clearance
- 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 Middle 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 Middle Year's Programme
- Submit programmes 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 individualized remediation and extension activities as required

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 Schools 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
- Develop and maintain open lines of communication with parents
- Attend and participate in Staff Meetings, Assemblies and Chapel
- Attend school organized activities relevant to the Middle School

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 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 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, Management Team and activities of the College

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 Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 7 April 2025