

Senior School Teacher

JOB DESCRIPTION

SCOTCH
COLLEGE



Reports to: The Headmaster through the Curriculum Leaders, House Heads and Executive

Department: Senior School

Position Summary

A Senior School Teacher provides the best possible education for the boys within their subject areas and contributes to the pastoral care and co-curricular programmes of the College. Senior School Teachers are responsible for:

- Teaching Practice; that delivers the successful implementation of the International Baccalaureate and WACE curriculum through face-to-face lessons
- Delivering Pastoral Care; by knowing each boy and developing an open relationship based on mutual trust
- Involvement in the Co-Curricular Programme; by taking an active role and encourage boys to actively participate
- Spirituality; by behaving in a way that is in sympathy with Scotch College
- Undertaking Professional Development; to keep up to date with curriculum, technology and participate in professional development programmes

Essential Criteria

Education and Training

- Bachelor of Education, or relevant Bachelor degree with an appropriate postgraduate qualification such as Master of Teaching or Graduate Diploma in Education (or equivalent)
- 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 Senior School teacher includes the following responsibilities:

- Deliver stimulating face-to-face lessons to the students, as determined by the timetable
- Create an environment of active and genuine learning
- Employ a range of teaching strategies to successfully implement the curriculum
- Ensure the needs of all students are met by adapting the curriculum as needed
- Spend adequate time in lesson planning and organisation
- Monitor each student's progress and keep the student informed of their progress
- Keep accurate records of each student's attendance, progress and assessment
- Maintain good communication with parents concerning the progress of their son
- Prepare for and attend Parent/Student/Teacher interviews
- Prepare formal academic reports as required by the College
- Support the Curriculum Leaders to implement changes to the Curriculum and courses
- Submit lesson plans and records to the Curriculum Leader as requested
- Seek feedback and reflect on teaching practices to ensure ongoing effectiveness of teaching methods and practices
- Utilise support staff appropriately to implement the requirements of the College

Pastoral Care

All staff have pastoral responsibilities within the school, whether as classroom teachers or in their specific role as tutors. Key responsibilities of all Tutors within the Senior School are to:

- Know each boy as:
 - an individual (eg. medical history and problems, likes/dislikes, interests, career aspirations)
 - 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
- Oversee and develop student leadership and mentoring in the Tutor Group
- Monitor boy's behavioural development and being aware of any circumstances which lead to poor or erratic behaviour
- Monitor boy's attendance patterns and reporting matters of concern to the House Head
- Provide feedback to the House Head which summarises a student's role in the tutor group and his participation in the co-curricular program
- Develop and maintaining open lines of communication with parents
- Attend and participating in House Meetings and House Chapel
- Work closely with the House Head, keeping them informed of issues involving boys in the Tutor Group
- Ensure effective use of Tutor periods, under the direction of the House Head, to achieve the aims of the Pastoral Care System
- Attend school organised activities relevant to the House and Tutor group

Co-curricular Programme Involvement

- Take an active role in the co-curricular programme to a minimum of 80 hours per year and a maximum of 200 hours per year (pro-rata if part-time)
- Fulfil co-curricular responsibilities as agreed with the Head of Sub-school and/or Director of Co-curricular
- 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

NOTE: Outdoor Education, Drama and Music teachers' co-curricular is undertaken as part of their role in the Curriculum area.

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 in teaching areas
- 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. 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, 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 29 January 2026