

PRIMARY CLASSROOM TEACHER

POSITION DESCRIPTION

REPORTS TO	Head of Blinkbonnie House Head of Raymond House
DIRECT REPORTS	None
KEY RELATIONSHIPS	Deputy Heads of School Other Staff Parents Students
PURPOSE	The purpose of this role is: to provide students with a differentiated classroom learning program that ensures growth for every girl in all areas.
ENVIRONMENT	Fixed term 12 month contract Full Time

KEY AREAS OF RESPONSIBILITY

- Provide exemplary teaching and assessment, including using data to differentiate classroom learning
- Prepare lessons to the highest standard of curriculum planning and assessment using the Understanding by Design model and referenced to the Australian Curriculum standards or Early Years Framework
- Provide pastoral care for all students and communicate any concerns to appropriate staff
- Construct meaningful homework tasks and monitor their completion
- Prepare constructive and informative reports for students and parents
- Ensure provision of a stimulating, engaging, safe and welcoming environment
- Meet reporting deadlines
- Build rapport and positive relationships with staff, students and families
- Work effectively independently and be a strong and valued member of the team
- Attend all scheduled meetings
- Proactively and responsibly undertake grounds duty when required
- Support the School's co-curricular program, including camps, concerts and sporting events
- Ensure Professional Learning requirements are met each year
- Understand and comply with Child Safety Standards
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Comply with Occupational Health and Safety requirements
- Demonstrate professionalism, enthusiasm, patience, positivity, adaptability and innovation
- Other duties as directed by the Head of School or other Senior Staff



VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An appropriate qualification in primary teaching
- Experience in, and a demonstrated passion for teaching with most current practices
- Knowledge of curriculum and pedagogy related to the classroom
- Proficiency in delivery ICT in the classroom
- Experiences across all stages of education from Preparatory to Year 6
- A proven record as an outstanding teacher/teacher candidate
- Success in fostering in girls a love of learning and a commitment to excellence
- A proven ability to develop productive relationships with students, staff and parents
- Excellent organisational, administrative and presentation skills
- An understanding of the Lowther Hall context
- A current and appropriate VIT registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management certificate
- Current asthma management certificate
- Willingness to undertake a National Criminal History Record Check upon appointment



PERSONAL ATTRIBUTES

- Willingness to support the values of the School
- Ability to communicate effectively with adults and children
- Highly developed organisational skills
- Capacity to solve problems independently
- An ability to take initiative
- A willingness to accept direction
- A passion for working with children
- Capacity to work as part of a team
- Capacity to build relationships that improve learning outcomes
- High level of emotional intelligence

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

