



Primary Classroom Teacher

Position Description

Role Summary

At Scotch College, teachers have responsibility for creating engaging and stimulating learning environments that foster the academic and social development of each boy. Teachers are central to the life and purpose of our school community and are entrusted to forge meaningful learning relationships with students and collaborative, professional relationships with their peers. Through these connections, teachers strive to unlock the full potential of each student.

Responsibilities

Through their practice and professional relationships teachers at Scotch College will:

- plan, prepare and deliver effective and excellent teaching and learning programmes which are consistent with best practice curriculum policies, work programmes and educational trends;
- maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the School and other relevant statutory authorities;
- support boys, through interaction, in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices;
- provide for the physical, social, cultural and emotional well-being and physical safety of boys and enhance their overall development towards effective citizenship and responsible adulthood through participation in timetabled, non-timetabled and planned co-curricular activities;
- assess boys (diagnostic, formative and summative) for developmental, feedback and reporting purposes;
- maintain student records and samples of work, and report on performance to boys, parents, and other agencies as required;
- participate in the collaborative development and evaluation of curricula (the sum total of all learning experiences) and regularly monitor, through observation and evaluation, the effectiveness of the teaching and learning programme;
- establish and maintain appropriate interpersonal relationships within the school and community, particularly in regard to the ethical obligations outlined in the Victorian Institute of Teaching Codes of Ethics and Conduct;
- participate in school decision making processes as required;
- participate in ongoing professional development, including peer observation and relevant external professional learning opportunities;
- attend parent/teacher/student interviews;
- supervise boys at public events, excursions and on camp during and outside school hours and during school holidays as required;
- supervise classes in the absence of other teachers as required;
- undertake supervisory duty at recess, lunchtime and after school as specified in the ground duty rosters;
- attend School assembly and Chapel services; and,
- undertake any other reasonable activity which is part of the function of the School, as required from time to time by the Principal.

The above should be read in the context of the staff member's contract of employment.

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe



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- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Values of excellence, integrity, collaboration and compassion
- Outstanding communication and relationship skills
- Mastery of subject knowledge
- Ability to deliver a world-class curriculum
- Ability to relate to children and young people
- Relevant tertiary qualifications and experience
- Proficiency in Microsoft Office
- Current Employee Working with Children check

Reporting To

Vice Principal, Junior School