POSITION DESCRIPTION

Title: Class Teacher
Location: Junior School
Classification: Academic Teacher
Reports to: Head of Junior School/Deputy Head of Junior School

Purpose

The primary role of a teacher at Presbyterian Ladies’ College is to provide the best possible education and duty of care for each student in line with the values and objectives of the College.

International Baccalaureate Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

PLC Statement of Purpose

Presbyterian Ladies’ College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.

Service and Values

• All responsibilities and activities are to be carried out in accordance with PLC’s ethos, values, and standards of behaviour as set down by the school and as amended from time to time.

• It is expected that individuals will demonstrate and promote service excellence and support the school in its objectives at all times.

• Participate in professional development activities conducted by PLC as required or directed.
**Position Context**

A Junior School Class Teacher at PLC is at all times responsible to the Principal through the Head of Junior School and the Deputy Head of Junior School.

In the area of curriculum, Junior School Class Teachers are responsible to the Director of Teaching, Learning and Innovation and the Co-ordinator of the Learning Enrichment Centre. All Junior School Class Teachers are expected to contribute to their team and be guided by the Team Leader.

The following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the expectation of a Class Teacher in the Junior School at PLC. Class Teachers are expected to be in their classrooms by 8.15 am each day and to be available for school based activities until 5.00 pm from Monday until Thursday.

Lesson time that has not been assigned to classroom teaching is provided for the purposes of team meetings, lesson planning and preparation, assessment of students’ work, maintenance of student records, parent contact and other administrative duties. Junior School teachers are required to participate in recess, lunch and after-school duty.

**Key Result Areas**

1. **Curriculum**

   1.1. Employ a variety of effective teaching strategies to successfully implement the curriculum.

   1.2. Differentiate the curriculum to ensure the needs of all individuals in their classes are met.

   1.3. Give adequate time to lesson planning and organisation.

   1.4. Be knowledgeable of, understand and implement the requirements of the Primary Years Programme as stated in Making the PYP Happen.

   1.5. Be knowledgeable of, understand and implement the requirements of Scope and Sequence documents specific to PLC.

   1.6. Be knowledgeable of, understand and implement the requirements of Western Australian Curriculum Framework and current syllabus documents.

   1.7. Reflect and assess the effectiveness of their teaching.

   1.8. Submit detailed programmes to the Director of Teaching, Learning and Innovation as required.

   1.9. Liaise with the Co-ordinator of the Learning Enrichment Centre appropriate teaching support staff in the implementation of the curriculum.

   1.10. Collaborate with single subject teachers and Learning Enrichment Centre Staff to write and implement Individual Education Plans (IEPs) and Curriculum Adjustment Plans (CAPs) as needed.

   1.11. Profile and track the progress of all students on the LEC files.

   1.12. Work collaboratively with the Director of Teaching, Learning and Innovation, teachers and Junior School Counsellor to ensure the needs of individual students with special needs are being met.
1.13. Plan on a priority basis a flexible timetable that ensures those students requiring specialised programmes, whether in class or on a withdrawal basis, are catered for.

1.14. Seek out opportunities for gifted students in the form of competitions and activities offered by outside agencies eg TOMs and Mathematics Olympiad.

1.15. Meet with teachers of students requiring specialised programmes to plan the most appropriate means of intervention, to adjust year level programmes where necessary, to write IEPs (Individual Education Plans), CAPS (Curriculum Adaptation Plans) and to provide professional support where required.

1.16. Be responsible for the management of transition times for students being supported by the LEC, including the transition to Middle School.

1.17. Ensure that classroom teachers are kept up to date regarding their students’ progress in the enrichment and support programmes in which they are involved.

2. **Assessment and Reporting**

2.1. Follow and implement the Junior School Assessment and Reporting Policy, ensuring assessment for learning as well as assessment of learning.

2.2. Embed assessment for learning within classroom practice.

2.3. Monitor each student’s learning and inform students of their progress, encouraging them to set their own goals.

2.4. Explain criteria for assessment to students in advance so they can understand the relevance of the grade/result and comments, and use the information constructively in future work.

2.5. Maintain good communications with parents concerning the progress of their child, via Junior School student diary and email, parent teacher interviews and written reports.

2.6. Assess learner needs and refer students at risk to the Learning Enrichment Centre.

2.7. Attend Parent/Student/Teacher interviews.

2.8. Submit assessment schedules to the Director of Teaching, Learning and Innovation as required.

2.9. Write formal academic reports that conform to PLC Junior School Guidelines.

2.10. Keep accurate records of students’ assessment and their progress.
3. Information and Learning Technologies

3.1. Implement the PLC and Scotch 21st Century Technology Skills Matrix as appropriate to year grade.

3.2. Demonstrate a commitment to the use of ILTs in the classroom to enhance teaching and learning.

3.3. Embed a variety of ILTs in classroom practice.

3.4. Take active steps to improve and develop personal skill sets and knowledge of ILTs.

3.5. Maintain technology competencies relevant to and as required by PLC

4. Learning Environment

4.1. Promote an environment of dynamic, active and genuine learning.

4.2. Ensure that the classroom environment reflects the essential elements of a PYP Classroom and promotes a sense of wellbeing, tranquility, wonder and delight.

4.3. Ensure that the internal and external environments are vibrant and engaging and support the curriculum by enhancing the learning opportunities provided for students.

4.4. Ensure that the classroom environments and shared spaces are clean, well maintained and organised with no clutter or visual barriers.

4.5. Create an environment that embraces cultural differences and reflects choices made by children

5. Pastoral Care

5.1. In the Junior School the pastoral care of students is the responsibility of the Class Teacher in the first instance. He/she is supported in this by the Team Leader, Junior School Counsellor, Co-ordinator of the LEC and the Head and Deputy Head of the Junior School. As such the teacher is required to:

5.2. Take an active role in the pastoral care of all students when appropriate.

5.3. Develop teacher student relationships that allow all students to feel valued, safe and supported.

5.4. Be sensitive to and support students experiencing personal problems.

5.5. Be proactive in assisting students with social or organisational problems.

5.6. Teach the social/emotional programme prescribed to the year group.

5.7. Liaise with colleagues and parents or guardians concerning the pastoral care of individual students.

5.8. Maintain professional confidentiality at all times.
5.9. Respond promptly and professionally to all parent enquiries.

5.10. Ensure that new students to the Junior School are nurtured and receive a thorough orientation regardless of their time of entry.

5.11. Model respect and fairness and set clear behavioural expectations.

5.12. Attend Junior School Assemblies, Chapel Services or any other relevant College activities

5.13. Attend Junior School parent coffee mornings as required as well as Parent Information and Orientation meetings/evenings as required.

5.14. Notify the Head of Junior School of any reportable conduct

6. **Professional Development**

6.1. Continually improve professional knowledge and practice and keep abreast of current educational thinking, curricula and best practice in teaching, including PYP.

6.2. Contribute to the professional learning of other staff members within the Junior School by sharing knowledge, ideas and resources and working collaboratively as a member of a team.

6.3. Keep up-to-date with Australian and International Baccalaureate PYP curriculum and resource development in the relevant area of teaching.

6.4. Set personal goals and in the area of professional learning and participate in the professional review process used at PLC.

6.5. Be actively engaged members of the teaching profession and maintain relationships with professional associations such as IPSHA, AISWA, STAWA, MAWA, ALEA, ACEL etc

6.6. Attend weekly Junior School professional learning sessions.

6.7. Supervise student teachers and actively participate in their learning.

6.8. Engage in professional reading and contribute to the Junior School database of suggested readings.

7. **Co-Curricular**

7.1. Fulfill co-curricular responsibilities as negotiated with the Head of Staff or Head of Junior School and in accordance with PLC guidelines.

7.2. Ensure that all activities are pursued in a manner consistent with the values of PLC.

7.3. Provide leadership and instruction to participating students.

7.4. Encourage students to be active participants in the co-curricular life of the college.

7.5. Keep accurate records of student attendance and performance within the co-curricular activity.

7.6. Where appropriate or requested to do so, nominate students for College award.

7.7. Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation.
7.8. Ensure the necessary equipment is available and cared for in an appropriate manner

8. Collegial Relations

8.1. Teachers at PLC are part of a large and complex staff structure in which all members, and as such will have reporting lines across interdependent functions. The following reporting structure for teachers are as follows:

8.1.1. The Principal for the general discharge of their duties.
8.1.2. The Head of Staff for day to day matters; for Junior School it is Head of Junior School.
8.1.3. The Head of School for pastoral care within each school.
8.1.4. The Deputy Principals, Head of Junior School and or Head of Department for the development and implementation of curriculum.
8.1.5. The person in charge of the specific co-curricular activity undertaken by the teacher, (eg; Head of Sport, Director of Drama or Music)

9. External Relations

9.1. Public Relations (eg: contact with the media, police) and contact with general external agencies is the responsibility of the Principal or delegate. Teachers are not authorised to undertake this role and must contact or refer any matter to the Principal or delegate.

10. Planning and Priorities

10.1. Critical priorities for teaching teams, Departments and Schools are developed each year in various planning and other meetings. It is a requirement to actively contribute this when required or requested

11. Health and Safety

11.1. Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
11.2. Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time.
11.3. Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
11.4. When required or directed by PLC, participate in any health and safety training.
Knowledge, Skills, Experience and Attributes

Essential

• Relevant qualifications and clearances required for a Teacher in Western Australia
• Outstanding approach teaching practice
• A knowledge of contemporary pedagogy
• Well developed interpersonal, communication, presentation and negotiation skills
• Ability to work as a team member and believe in lifelong learning
• Well developed organisational skills
• Knowledge of the WA curriculum
• Well developed ICT skills
• Demonstrates a passion and commitment to the vision and values of PLC
• Committed to striving for continuous improvement and achieving exceptional outcomes
• Demonstrate initiative
• Be reliable and punctual
• Demonstrates high levels of confidentiality. Cultivates trust, credibility and honesty
• Demonstrates a respect for and acceptance of difference in students, parents and staff
• Displays empathy, enthusiasm, commitment and is highly motivated to contribute
• Possesses a strong work ethic
• Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
• Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment
• Exhibits appropriate dress for a professional educator at PLC

Desirable

• Experience in and knowledge of the International Baccalaureate Primary Years Programme and inquiry learning

Endorsement/Acceptance:

I ______________________, as the Principal endorse this position description.
Date:    /       /

I _______________________, as the incumbent in this position, accept the duties as outlined in this position description.
Date:     /     /