

POSITION DESCRIPTION

TEACHER (FOUNDATION – YEAR 12)



BALCOMBE
GRAMMAR SCHOOL

OBJECTIVES

To carry out the teaching duties and responsibilities across the four broad inter-related areas of curriculum, classroom organisation, professionalism and school expectations.

PERSONAL CHARACTERISTICS

- Demonstrates a passion and commitment to the vision and values of Balcombe Grammar School
- Presents a professional, positive, warm and welcoming persona
- Demonstrates high levels of confidentiality
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute
- Possesses a strong work ethic
- Operates effectively in a collaborative team environment. Establishes a rapport and builds strong relationships
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

DUTIES AND RESPONSIBILITIES

Curriculum

- Plan a consistent and coherent learning program, which will foster progression and independent learning.
- Develop, implement and evaluate the school curriculum, working actively with school curriculum teams.
- Inform parents and students of expected learning outcomes.
- Maintain accurate and detailed records of students' progress.
- Use a range of assessment techniques, which indicate needs and progression in learning.
- Demonstrate documentation of curriculum, including overviews and sequential detailed planning.
- Sound understanding and practical application of 21st Century pedagogy applicable to adolescents.

Classroom Organisation and Management

- Maintain an effective classroom conducive to teaching and learning.
- Encourage students to strive for their 'personal best'.
- Provide an environment that is emotionally and physically safe through positive discipline strategies in accordance with school policies.
- Use a variety of teaching strategies to meet individual students' learning styles and rates of learning, so as to engage students in effective learning.
- Implement restorative practice behavioural management strategies to support students.

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Professionalism

- Maintain knowledge of best practice and current thinking in the subject areas taught.
- Have an on-going commitment to, and participation in, professional development activities which generate an awareness of current trends and developments in education to enhance students' learning.
- Supervise pre-service teachers if required.
- Work in a professional and collaborative way, sharing ideas in a supportive collegial atmosphere.
- Maintain student, staff and parent confidentiality.
- Take an active part in the general life of the school.
- Demonstrate proficiency/readiness to develop skills in IT.
- Actively partake in the school's staff growth plan process that includes student survey data, peer observation, self-reflection, SMART goal setting and targeted professional learning.

School Expectations

- Encourage students to be fully involved in curricular and extra-curricular activities.
- Undertake playground supervision.
- Communicate with parents about student progress in written reports and parent-teacher interviews.
- Carry out administrative requirements associated with classroom teaching, for example, attendance roll, records etc.
- Contribute to the co-curricular program when required.
- Adopting and working towards the implementation of the school's strategic plan.
- Support the school's values of compassion, confidence, curiosity, inclusion and optimism.
- Attend assemblies and staff meetings as required and demonstrate an active presence focusing on the proceedings.
- Be prepared to support whole school organisation by teaching subjects across the curriculum.

CHILD SAFE STANDARDS

Balcombe Grammar School is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these.
- Be in possession of a current Working With Children Check (WWCC) and Police Check.
- Respond according to the school's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously.
- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.

All staff are required to provide a Working with Children Check (WWCC) and referee checks prior to employment.