



JUNIOR SCHOOL CLASS TEACHER – One Year Temporary

Position Description

Role Description

The Junior School Class Teacher is responsible for the planning, preparation and teaching of high quality programs across a range of key learning areas. S/he is also responsible for assessment and reporting on student progress and plays a key role in student wellbeing, in the daily operations and the co-curricular life of the School.

Reporting Relationship

The Junior School Class Teacher is responsible ultimately to the Principal and reports directly to the Head of Junior School. S/he will work closely with his/her grade partner(s) as well as with other staff in the areas of curriculum, differentiation, specialised learning (gifted and special education) and specialist subject teachers.

Role Responsibilities

1. Professional Knowledge, Practice and Engagement

- Design and implement well-sequenced and rich teaching programs
- Work with colleagues to review and improve programs using student feedback and assessment data
- Use effective teaching strategies that meet the needs of all students
- Manage challenging behaviour and address discipline issues promptly, fairly and respectfully
- Ensure students' wellbeing and safety, complying with school and regulatory requirements
- Promote safe, responsible and ethical use of technology
- Set and sustain high expectations for all students
- Use a range assessment strategies, both formal and informal
- Maintain accurate records of student achievement and provide timely and effective feedback to students, parents and colleagues
- Contribute to the school's culture of ongoing reflection and professional learning
- Establish and maintain respectful and collaborative relationships with all stakeholders
- Plan for opportunities for parents/carers to be involved in their children's learning

2. Additional Responsibilities

- Be involved in school functions e.g. Parent Information Evenings and School events, as requested by the Principal or Head of Junior School
- Attend staff meetings and professional development days as required, both in and out of school hours
- Complete all duties, including but not restricted to playground and relief duties
- Be involved in the extra co-curricular life of the school
- Carry out any additional duties as directed by the Principal or Head of Junior School.



Key Competencies

- Four-year trained
- High quality teaching skills which support improvement and progress within each KLA
- Ability to incorporate the use of technology in the classroom
- Ability to design, implement and evaluate curriculum in accordance with School and NSW NESA syllabus guidelines
- Ability to plan programs which cater for the varying needs of students in all areas of their development, including those with identified learning difficulties, gifts and talents
- Ability to assess and monitor student achievement and to report to parents in a variety of ways that keeps them fully informed of their daughter's progress
- Ability to create a positive, supportive and engaging classroom climate that meets not only the academic but also the social and emotional needs of all students
- Commitment and active contribution to a broad range of school activities, including co-curricular programs

Personal Attributes

- Excellent written and oral communication skills
- High level organisational and planning
- Strong interpersonal skills and a flexible 'can do' approach
- Ability to develop constructive and trusting relationships with students which engender positive attitudes to learning
- High standard of professionalism and personal conduct consistent with the values and standards of Queenwood
- Ability to show initiative and to be proactive
- A demonstrated capacity to evaluate and critically reflect upon one's own professional practice
- Ability and willingness to contribute positively to the wider life of the School
- Commitment to upholding Queenwood's values and ethos

Closing date for applications is Tuesday 21st November at 5pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Application for Employment - see Queenwood website Employment page: <http://www.queenwood.nsw.edu.au/about-queenwood/employment/>
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees
- Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.
- Applications to be emailed to the Assistant to Director of Curriculum assistant.to.doc@queenwood.nsw.edu.au