Pittwater House

POSITION DESCRIPTION

TITLE:	**Commerce Teacher – Stage 5**
PERIOD OF EMPLOYMENT:	**Part time (12-month contract)** Commencing January 2018
QUALIFICATIONS:	Must be registered with NESA to teach in NSW Must have a valid NSW Working with Children number
REPORTS TO:	Principal via Deputy Principal
LIAISON WITH:	1. Deputy Principal 2. Head of Department 3. Heads of School 4. Director of Staff Development 5. Parents

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House School.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and Integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws

POSITION OVERVIEW:

Teaching and Learning

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. In particular they will:

- have academic mastery of the subject content they teach
- have proven skills in programing, lesson planning and assessment strategies
- be reflective teachers, continually looking for feedback and lifelong learning opportunities
- embrace the use of technology and other 21st century skills into their programs with an understanding of its use in order to improve engagement, differentiation and learning
- recognise the importance of providing differentiated content, assessment and learning strategies in all classes
- be skilled in classroom management and administration
- understand the need to provide effective feedback to students in order to improve their understanding and learning
- maintain effective communication with colleagues, Heads of School and parents
- be an active user of the schools e-learning platform to support learning and communication
- be accomplished in assessment and reporting
- assesses and returns work promptly to students with adequate feedback
- be available for faculty and staff meetings before and after school, where required

Pastoral and Co-curricular Duties

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they will:

- be allocated a “Form Class” each year (pastoral class)
- be responsible for attendance and following up attendance issues
- promote pastoral care and leadership of the students
- report directly to the Head of the Grammar School or Girls College
- be involved in the pastoral and leadership annual camp
- establish communication links with parents
- maintain and run the pastoral program in the allocated Form time
- attend and participate in assemblies where directed
- be available for co-curricular activities after school and other times where required
- provide appropriate administration and supervision during these activities, where required.

Performance:
There will be a review of the role at the end of the initial term of employment where the incumbent meets with the Executive team.

21st August 2017