



## JUNIOR SCHOOL CLASS TEACHER

### 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 21<sup>st</sup> 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](mailto:assistant.to.doc@queenwood.nsw.edu.au)