



Annesley Junior School

POSITION DESCRIPTION

TITLE OF POSITION:	Teacher, Junior School
RESPONSIBLE TO:	Head of Early Years
EMPLOYMENT STATUS:	Full time, Fixed Term Position
TENURE:	Contract commencing Term 3, 2019 until end of Term 4, 2019 with possible extension
CONDITIONS:	Annesley College Workplace Agreement

POSITION OVERVIEW

Annesley's structure includes Early Years (2 years old to Year 2) and Primary Years (Years 3-7). This is an Early Years teaching position.

ORGANISATIONAL OVERVIEW

Our success as a school is built upon the three pillars in our Blueprint for Success. We are a team of Leading Professionals who are Student Centred with a focus on Diverse Learning.

Our Vision: We are nurturing creativity and curiosity in young learners to build resilient and empathetic global citizens ready for now and beyond.

Our Mission: Annesley Junior School is a caring community, committed to genuine partnership with families. We deliver high quality inquiry-based learning within a Christian environment for girls and boys. We have a rich heritage, distinct focus on teaching values and a future focused on innovation.

At Annesley, our dedicated team has a clear focus on developing our students' strengths, passions and skills. We empower every student to become active and aware global citizens by instilling a passion for life-long learning as part of a distinctive value-based education. We believe children are capable now not just in the future.

Annesley is proud to be a Christian school.

SCHOOL EXPECTATIONS

Staff will:

- Work collaboratively to achieve the objectives of the Junior School from ELC to Year 7.
- Foster and inspire different approaches to stimulate a love of learning.
- Engage with the school community in the purpose and practice of learning.
- Commit to the Christian ethos of the school and demonstrate tolerance in respect of other religions and spiritual expressions.

RESPONSIBILITIES AND OUTCOMES

Teaching and Planning

- Foster a supportive classroom climate which enhances student learning, promotes excellence and acknowledges the needs of students to be both challenged and supported.
- Utilise a range of pedagogical approaches in order to meet individual needs and engage students, including the use of digital technologies.
- Demonstrate effective processes for preparation, planning and recording of the teaching and learning program resulting in the continuous improvement of student outcomes.
- Prepare and deliver effective teaching and learning programs within the frameworks in place in the Junior School.
- Develop programs where students can engage in entrepreneurial pursuits.

Documentation, Assessment and Reporting

- Fulfill all requirements relating to assessment and its documentation as set out by the Junior School, the IBO and the Australian Curriculum.
- Monitor, evaluate and report on evidence of student learning and learning outcomes and provide regular feedback to students and families.
- Maintain accurate records of student attendance, learning and assessment.
- Communicate with parents through student progressions in written reports, parent teacher conferences and celebrations of learning and at other times as required.

Student Well-Being

- Foster self-agency and strengths in students and implement real and valuable experiences when students pursue their passions.
- Identify and cater for individual learner needs, conferring with other teachers, educators and/or specialist staff in the School, including Chaplain and Principal
- Provide pastoral and academic care of students within and beyond the classroom.
- Utilise strategies to support students to develop self-awareness and emotional intelligence.

Co-Curricular

- Provide leadership in and demonstrate a positive attitude of encouragement and participation for all students in co-curricular activities.
- Teach, coach and/or lead activities, games and/or projects.
- Organise teams and groups for activities and/or games.
- Promote an attitude of sportsmanship, commitment, self-discipline and full engagement.

Professional Growth and Learning

- Evaluate effect of teaching practices using a range of measurement tools.
- Keep abreast of new advances and curriculum development in teaching areas as well as current developments in educational thinking.
- Support the professional learning of other staff members by sharing knowledge, ideas, resources and critiquing teaching practice.
- Demonstrate growth mindset by being reflective and innovative.

Professional Duty

- Establish effective communication and co-operative working relationships with teaching and non-teaching colleagues.
- Undertake grounds, buildings, class and other supervisions on a regular roster basis.
- Participate in parent teacher meetings, staff and learning area meetings, and other scheduled meetings.
- Attend official school functions as required.
- Maintain professional confidentiality at all times.
- Maintain procedures and policies outlined in the Staff Handbook and Early Years documents.

Other Duties

- Undertake such other duties as may be required by the Principal or Deputy Principal.

CAPABILITIES AND BEHAVIOURS

- Demonstrates personal energy and enthusiasm for teaching and working with pre-school and primary children.
- Fosters a culture of openness and transparency.
- Encourages collaboration across student, staff and community groups.
- Lives and promotes the values of the Junior School.
- Develops effective working relationships and rapport with students.
- Develops confidence and self esteem in students and acts as a role model.
- Uses a wide range of teaching strategies to cater for a range of student learning needs and to monitor effectively student progress.
- Understands the IB PYP and the Australian National Curriculum.
- Uses and promotes ICT as a teaching, learning and administrative tool.

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of 'The Educational Goals for Young Australians'.
- Sound knowledge and understanding of the Australian Curriculum.
- Sound knowledge of the IB PYP and / or completion of IBO approved PYP workshops.
- General understanding of policies, procedures and legislation in the work environment (e.g. WHS, Child Protection).
- Sound knowledge of a range of ICT applications and pedagogical approaches.
- Knowledge of ICT strategies, programs and resources that support educational and administrative communications, productivity and file management.
- Experience in developing and managing co-curricular programs.

QUALIFICATIONS

- Current Teacher Registration
- Bachelor of Education (Early Childhood or Primary) or equivalent

ADDITIONAL REQUIREMENTS

- Current - Teachers Registration
- Current - National Criminal History Check
- Current - Responding to Abuse and Neglect Training
- Current - First Aid for Schools