

## Junior School Classroom Teacher

### Position Description

<b>Area of Employment</b>	Woodcroft College Junior School
<b>Status and Tenure</b>	Replacement Contract Position
<b>Position Reporting To</b>	Head of Junior School
<b>Accountability</b>	Principal
<b>Classification</b>	Woodcroft College Enterprise Agreement

### Position Objectives

The Junior School Classroom Teacher is responsible for the provision of effective teaching under the Australian Curriculum and pastoral care to students within his/her care.

### Reporting and Working Relationships

The Junior School Classroom Teacher reports directly to the Head of Junior School.

### PART A

### Key Areas of Responsibilities

#### Teaching Practice

##### *Programming, Planning and Collaboration*

- Has sound, up to date knowledge of the curriculum.
- Encourages the students to achieve his/ her best and involves students actively in their own learning.
- Has skills in communication and organisation and flexibility are essential.
- Has experience working with students with special needs.
- Plans, teaches, and assesses through a range of differentiated tasks to ensure that students are supported in their learning.
- Liaises with other professionals, such as social workers, speech therapists, occupational therapists, and educational psychologists.
- Collaboratively plans, teaches, and assesses curriculum within a teaching team environment.
- Plans for agreed student learning outcomes and in the context of a coherent, year level and school-wide program.
- Regularly monitors and reviews the effectiveness of the learning program and responds appropriately.
- Plans a program which builds on student's previous knowledge and experience.
- Assesses and reports on learning outcomes and skill development.
- Uses a variety of resources representing multiple perspectives and pursues open-ended inquiry and real-life investigations.
- Supports learning within the classroom through individual and small group support in the areas of Literacy and Numeracy.
- Is flexible and responsive to a student's learning needs.
- Plans, teaches, and assesses a range of curriculum areas.
- Plans, organises and participates in excursions.





- Provides assessment opportunities that allow students to communicate their understanding accurately.
- Supports learning through ICT.
- Assists with classroom displays that show examples of children's learning.
- Communicates classroom activities and expectations to parents through year level newsletters and the Seesaw app.
- Collaborates with year level teams to plan and manage whole school events such as the Junior School Musical, the annual Christmas Celebration and Assemblies.
- Communicates year level routines and expectations to support TRTs, new staff and students.

### **Student Needs**

- Ensures that all students are involved in the learning process.
- Views students as thinkers with their own emerging theories.
- Does not stereotype students or their learning.
- Prevents harassment and discrimination.
- Empowers students to feel responsible and to act.
- Address the needs of students with different levels and types of ability.

### **Relationships**

- Develops positive relationships between students.
- Helps to develop and is supportive of, positive relationships between collaborating staff.
- Communicates and relates well with parents / caregivers.
- Maintains professional working relationships with colleagues.
- Staff are encouraged to play an active role in the wider life of the College.

### **Assessment and Reporting**

- Views planning, teaching, and assessing as inter-connected processes.
- Uses a range and balance of assessment strategies in consultation with year level teachers.
- Uses a range and balance of recording and reporting strategies.
- Involves students in shared reflection during and at the end of each unit.
- Systematically and comprehensively assesses student achievement and performance.
- Maintains accurate and comprehensive records of student achievement and performance.
- Updates student records on a central data base.
- Provides students with meaningful reports on assessments.
- Supports the classroom teacher with the provision of meaningful reports on student achievement for parents and caregivers.
- Meets school requirements in terms of assessment and reporting.

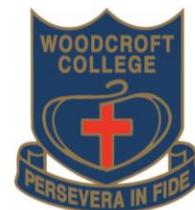
### **Classroom Management**

- Establishes and maintains a task-oriented learning environment.
- Establishes and maintains an organised and engaging learning environment.
- Works alongside the classroom teachers to develop routines and procedures to manage activities efficiently.
- Ensures that facilities, materials, and resources are ready to use.
- Encourages responsible use and care of resources and equipment.

### **Discipline**

- Accepts responsibility for student discipline in consultation with year level teachers.
- Maintains explicit expectations of behaviour which promote learning and encourage self-discipline.





- Designs, uses, and evaluates behaviour management systems within the classroom in collaboration with the classroom teacher and Leader of Student Wellbeing.
- Responds positively to responsible student behaviour.
- Disciplines students who interfere with the teaching and learning of others.

### **Professional Responsibilities**

- Abide by College policies and procedures.
- Undertake relief lessons, yard duties and other routine responsibilities as required.
- Participate in professional development activities.
- Contribute to the ongoing development of a safe, dynamic, supportive learning environment.
- Support the strategic direction of the College.

### **Legal Responsibilities**

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

## **PART B**

### **Personal Specifications**

The Junior School Classroom Teacher will have:

#### ***Personal Skills and Abilities***

- Skills in establishing effective working relationships with staff, students, and parents.
- Enthusiasm, interest, and a commitment to the teaching of Reception to Year 6 students in the Junior School.
- Effective written and oral communication skills.
- A desire to motivate, engage and inspire students.
- The ability and a willingness to support the Christian ethos of the College.

#### ***Essential Knowledge***

- Relevant tertiary qualifications and experience related to the teaching of Junior School students.

#### ***Desirable Experience***

- Experience as a Junior School Classroom Teacher.

### **Performance Review and Development**

- All staff at Woodcroft College participate in a regular performance review and development program to support their professional learning and growth.
- As the programs and activities of Woodcroft College are based on strong Christian principles and traditions, all staff should be supportive of and comfortable within such an educational environment.

### **Essential Requirements**

- Current SA Teacher Registration.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).

