



## Job Description: Junior School Classroom Teacher

St Peter's Anglican College Broulee is seeking an enthusiastic Junior School classroom educator to work in our Junior School for 2019.

St Peter's Anglican College is located in a bush land setting with modern buildings, spacious grounds, and is only a stone's throw from the idyllic Broulee beaches. The College is a K-12 school and is an integral part of the South Coast Anglican Schools and the wider Anglican Diocese of Canberra and Goulburn network.

We pride ourselves on our ability to provide a safe and caring learning environment and our academic pedagogy provides consistently strong results. All members of the community attest to the College's three key touchstones: **Faith, Courage, and Excellence.**

## Duty Statement

### Position Overview:

The Principal employs qualified teachers to work with the students of the College and to deliver outstanding and stimulating classroom lessons.

### Duties Statement:

Teachers at St Peter's follow the guidelines and key expectations detailed in our Staff Code of Conduct.

### Be a Role Model of Best Practice:

- To always present professionally as outlined in the College Code of Conduct.
- To always speak and act properly so to reflect the College's Vision and Values.
- To complete all rostered duties as advertised by being vigilant, to deal with issues as they arise, to follow up the consequences and to complete appropriate documentation, to be punctual and moving around designated area.
- To follow the WH&S requirements of the College.
- To attend all meetings and briefings, Staff Devotions and similar events which the Principal deems. This includes the relevant Assembly and Chapel Services set for the College.
- To attend events and facilitate Co-curricular events outside of school hours as required by the Principal.

- To maintain the College environment, including classrooms and playground, in a manner which reflects respect for resources and student work.

#### **Be an Excellent Classroom Practitioner:**

- To come prepared for all classes with all relevant materials.
- To establish and maintain sound classroom management techniques which ensure students are on task, safe and stimulated in their learning based around the Colleges Discipline Policy (Junior School).
- To encourage the highest standards of work, dress, speech, behaviour, attitude and achievement from all students.
- To establish sound teaching practices in line with the Professional Teaching Standards Framework; carefully designed and purposeful assessment tasks; to regularly mark, provide feedback to students and to maintain a high quality marking schedule; thoughtful and constructive report comments which reflect the achievement of outcomes and honesty and fairness in all dealings with classes and parents; quality teaching practices which acknowledge the NSW Education Standards Curriculum as the basis of all planning and teaching but aiming to encourage students beyond these outcomes.
- To differentiate teaching programs to cater for students with special needs (gifted or remedial) in the class and modify relevant assessment related procedures accordingly.
- Classrooms need to be reflective of quality teaching and learning practices with displays constantly changed to reflect current teaching.
- To participate in Professional Development days and maintain NESA accreditation.
- To provide timely, meaningful and regular feedback to students.

#### **Organisation:**

- To complete all reports and evaluations according to set deadlines.
- To meet all deadlines as published and to be aware of the College calendar of events.
- To follow the College policy with regards to the notification of assessment tasks and the procedures for late submission.

#### **Be a Member of the Staff Team:**

- To work within the Section, Department or area of the College as appropriate to the individual role of the teacher.
- To accept the authority of the Principal or his/her delegates authority whether it be the Head of Junior School or similar person who has a position of responsibility.
- To assist with major events of the College including open days and other community events.
- For teachers in a shared role, communication must be open and constant, attending meetings and completing Co-curricular activities on a pro-rata basis.

**Be a Member of the Pastoral Care Team:**

- To mark the roll daily in accordance with the NSW Regulations.
- To provide positive pastoral care for all students within the class.
- To be a Homeroom teacher and provide the first point of contact for the parents of the students within your Homeroom.
- To attend chapel with your Homeroom class as well as other significant College Services throughout the year.

**NESA Accreditation:**

- To take responsibility for the monitoring and maintenance of their accreditation requirements with NESA and ensuring all requirements are met.
- To actively seek out and participate in relevant and productive Professional Development aimed to improve classroom practice and record this with NESA as required.

**Reports To:**

- Principal
- Head of Junior School
- Director of Teaching, Learning & Innovation

**Responsible For:**

- All students within the class being taught

**Care For:**

- All students with particular care for those whom you teach

Details of employee expectations can be found on the College website with the Role Description, Duty Statement and the College Code of Conduct.

Employees will be required to provide the School with a current Working with Children Check number.

**Applications must be lodged before 5pm on Friday, 30 November 2018 with the following documentation:**

- Cover letter;
- Supporting statement addressing the Duty Statement;
- Curriculum vitae; and
- The names of three referees.

These can be either emailed or posted to:

The Principal  
St Peter's Anglican College  
61 Train Street  
BROULEE NSW 2537

Ph: 02 4471 5111

Fax: 02 4471 5444

Email: [principal@stpetersbroulee.nsw.edu.au](mailto:principal@stpetersbroulee.nsw.edu.au)