

Schedule 1 - Position Description

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| TITLE: | Primary HPE Teacher |
| RESPONSIBLE TO: | Head of Primary School |
| LIAISON WITH: | Staff, Parents and Community |
| QUALIFICATIONS: | Appropriate tertiary teaching qualifications, Victorian Institute of Teaching registration and Working with Children accreditation |
| LOCATION: | 2 Nagle Avenue, Elsternwick, Vic 3185 |

General

The Primary HPE Teacher is responsible on a day to day basis to the Head of Department and to the Head of Primary. The College Principal is accountable for the global management and operations of the College.

Key Focus Areas

1. Professional knowledge
2. Professional practice
3. Professional engagement

Professional Knowledge

Knowledge and Understanding of Student Learning Needs

- Identify the learning strengths and weaknesses of students and be aware of the factors that influence learning
- Support and refer students with special needs to the Head of Education Support & Head of Primary and ensure an active partnership in managing student needs
- Work with the Head of Ed Support and Head of Primary to develop strategic action plans for all students requiring additional interventions and/or management
- Implement appropriate strategies to support students in completion of learning requirements
- Seek opportunities to encourage student achievement and commend and recognise students effort
- Take responsibility for students' learning and behavioural issues, and communicate concerns to the classroom teachers, Head of Ed Support and Head of Primary in a timely manner, and work collaboratively and optimistically to implement an appropriate and effective process for dealing with any serious issues including learning difficulties
- Refer serious discipline matters to the Head of Primary on the day they occur

Curriculum Content Knowledge

- Demonstrate a sound critical knowledge of the content, processes and skills taught
- Know the methodologies and technologies which support learning content
- Include current school based curriculum knowledge and continue to be aware of contemporary research into teaching and learning
- Assist with the preparation and presentation of College curriculum documentation as required
- Contribute to the development of curriculum teaching and assessment strategies within the year level
- Assist Head of Department with organisation and running of Interschool Sport, Swim weeks, Sports Day and other relevant events across the school year
- Be familiar with current curriculum statements, policies materials and programs

Key Performance Indicators

1. Evidence of catering for individual needs
2. Evidence of effective development and implementation of goals & strategies for students who have Individual Learning Plans (ILPs)
3. Positive feedback from parents & colleagues relating to communication of student wellbeing issues and participation in lessons
4. Participation in Staff Development Days and Staff Meetings as requested during the year
5. Effective and timely communication with Head of Primary and Head of Ed Support relating to behaviour concerns
6. Evidence of curriculum taught
7. Evidence of research based curriculum implementation
8. Evidence of familiarity regarding current curriculum and policy

Professional Practice

Teaching and Learning

- Conduct thoroughly prepared lessons designed to engage students in their learning
- Have a sound and current knowledge of curriculum area(s)
- Provide an organized, balanced and challenging program, which is relevant to the needs of the students and consistent with the aims and objectives of the College
- Use a range of effective teaching methods, taking into account each individual student's learning needs
- Encourage students to achieve their personal best
- Integrate growth mindset and learning dispositions in your teaching
- Strive to ensure participation of all students in the learning process
- Regularly assess and provide feedback on students' effort
- Foster and develop positive relationships between and with students
- Employ appropriate behaviour management strategies, which ensure a safe, orderly and co-operative environment

Child Safety & Welfare Obligations

- Ensure that the care, safety and welfare of all students is in accordance with any applicable state or Commonwealth laws, and that you are aware of your obligations under those laws.
- Act taking all reasonable steps to ensure that a duty of care exists protecting students from risks of injury that should have been reasonably foreseen
- Maintain up to date knowledge of all Child Safe protocols and policies in particular, those that relate to Mandatory Reporting and Failure to Disclose or Protect obligations

Pastoral Care

- Contribute to the development and maintenance of a safe and supportive environment for all members of the College
- Respond to the needs, rights and contributions of all students and strive to ensure they reach their potential
- Take action to eliminate discrimination and harassment between and among students using processes in alignment with the College's behaviour management
- Be an effective role model for students
- Communicate and interact positively and effectively with parents/care givers and colleagues
- Comply with and be proactive in implementing school policies and procedures relating to child safety matters; including physical, emotional and sexual abuse

Key Performance Indicators

1. Evidence of clear and achievable student learning goals
2. Evidence of a range of activities and resources at developmentally appropriate stages for students
3. Evidence of the maintenance of records of students' progress
4. Evidence of a positive learning environment where respect for individuals is fostered and monitored
5. Evidence of the use and management of materials and resources that provide a stimulating, safe and aesthetically pleasing environment
6. Evidence of positive and effective parent/care giver interactions and communications
7. Knowledge of response procedures and reporting obligations relating to allegations of suspected child abuse and any evidence of fulfilling those obligations.

Professional Engagement

Curriculum Development

- Maintain up to date knowledge of curriculum area in which you teach
- Strive to improve skills and performances
- Identify own PD learning needs and plan for and engage in PD activities

Parents as Partners

- Handle parent enquiries and concerns/complaints with sensitivity and promptness
- Work in partnership with parents to address behaviour concerns

Supporting College Vision and Ethos

- Adhere to College Policy and Procedures
- Understand and adhere to the College Child Safety Procedures and Code of Conduct
- Adhere to and promote the College Aims and Philosophy
- Be supportive of the Jewish Ethos of the College
- Adhere to the College Dress Code

General Administration

- Plan and document for classes and support classes prior to the commencement of each term
- Maintain accurate student absentee records as relevant
- Monitor conduct as required
- Facilitate a Year 6 leader group with support of Head of Primary and Deputy Head of Primary
- Provide reports on student progress for parents and care givers
- Maintain accurate and comprehensive records of student achievement and performance
- Check environment and other facilities used by students for safety and appropriate presentation
- Read notices, emails and complete relevant forms on time
- Monitor receipt of event permission forms and follow up with parents where necessary
- Pre read all documents and handover notes prior to curriculum planning

Promotion/ Publicity/Special Events

- Attend special events as required by the College
- Attend Primary Assemblies, College Presentation Nights etc
- Attend where possible, other events in which your students are participating

General Professional Expectations

- Commitment to continuous improvement
- Undertake Yard Duty or its equivalent with due diligence
- Other duties as directed by Head of Primary

Key Performance Indicators

1. Evidence of a welcoming supportive environment for parents
2. Evidence of availability to communicate with parents, employing various modalities of communication such as email if required
3. Evidence of flexible work practices
4. Proven ability to plan, develop and implement innovative educational events
5. Knowledge of First Aid, hold a current first aid certificate

6. Demonstrated knowledge of and carrying out of College's approach to child safety matters including response procedures and reporting obligations relating to allegations of suspected child abuse
7. Demonstrated capacity to work as part of a team
8. Regular attendance at Staff Meetings, Briefings and Staff Development Days

Competencies Required

1. Knowledge of curriculum at relevant year level in accordance with ACARA
2. Effective teaching practice
3. Effective pastoral care
4. Attention to detail
5. Effective in performing duties
6. Effective communication with staff, student and parents
7. Engagement in professional development
8. Proficiency in management and organizational skills
9. Ability to work as a member of a team
10. Proficiency in ICT Skills, Microsoft Word, Excel and interactive whiteboard technology