



Pymble Ladies' College

POSITION DESCRIPTION

Title: K – 6 Classroom Teacher

Reports to: Heads of School (Preparatory and Junior)

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The K – 6 Classroom Teachers are accountable to the Heads of School (Preparatory and Junior) in all aspects of the position. The purpose of the position is to ensure the delivery of effective teaching in support of the curriculum philosophy of the College and in support specifically of students' individual learning needs. Teachers are in a unique position to enhance curriculum outcomes through the delivery of rich and meaningful learning experiences for students. Each teacher works collaboratively with other teachers in the Preparatory and Junior School, curriculum and pastoral leaders, and support staff to enhance the K-12 curriculum philosophy of the College.

KEY RESPONSIBILITIES

1. Personalised education

- 1.1 Develop high quality curriculum material that reflects a thorough understanding of numeracy and literacy programs and of the curriculum framework identified in the NSW Board of Studies Syllabus. Integrate the range of curriculum areas in the delivery of learning experiences for students

- 1.2 Demonstrate knowledge of the key curriculum philosophies that underpin the developmental model of teaching and learning
- 1.3 Engage students in the learning process through:
 - the delivery of curriculum experiences that are rich, meaningful, creative and stimulating;
 - facilitating learning needs of individual students
- 1.4 Design units of work that reflect the principles of a developmental and differentiated curriculum model
- 1.5 Work collaboratively with other classroom teachers to facilitate the planning of appropriate resources and support the effective integration of Technology into the curriculum
- 1.6 Set and maintain clear behavioural and learning expectations for students in the classroom and promote learning as a rich and lifelong experience
- 1.7 Know, guide and challenge each individual student and provide a high level of pastoral care for all students in line with the pastoral philosophy of the College. Understand the expectations for identification of specific learning needs of individual students and work within policy guidelines to facilitate the necessary support
- 1.8 Demonstrate an understanding of the assessment program and process used in determining a student's stage of learning. Monitor the performance of all students to maximize individual potential and implement effective teaching and learning strategies to assist in the attainment of improved outcomes for students
- 1.9 Create and maintain a vibrant classroom which supports engagement in learning. Ensure that the classroom is clean and hygienic and teach students the basic principles of cleanliness to assist in this process. Work with students to assist their understanding of classroom procedures to develop an orderly and safe daily routine
- 1.10 Complete all requirements in relation to the marking of student work, assessment tasks, and examinations in an efficient and timely manner. Complete all academic report requirements in a timely and efficient manner
- 1.11 Ensure that roll marking is accurate, timely and in line with the expectations set for the School.

2. People and Culture

- 2.1 Take personal responsibility by fulfilling duties and tasks effectively and efficiently
- 2.2 Collaborate and communicate effectively with colleagues including participation in Staff Meetings, learning teams and project teams as appropriate

- 2.3 Role model the College values in behaviour and professional practice
 - 2.4 Take steps to ensure currency of knowledge in relation to educational trends and developments in practice particularly in relation to the education of girls
 - 2.5 Identify and engage professional development and training programs that support ongoing professional growth, development of new skills and knowledge and to enhance innovation and practice.
- 3. Use Resources sustainably**
- 3.1 Use a broad range of teaching and learning resources and set expectations for students in the use of resources
 - 3.2 Work collaboratively with other classroom teachers in the use and distribution of resources
 - 3.3 Maintain an effective level of resources within the classroom
- 4. Communication**
- 4.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
 - 4.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
 - 4.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.
- 5. Risk Management**
- 5.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
 - 5.2 Meet the expectations for safety in the workplace and report potential risk to the Head of Preparatory or Junior School
 - 5.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
 - 5.4 Report directly to the Principal on any matters relating to child protection.
- 6. Professional Learning**
- 6.1 Remain abreast of current and best practice standards

6.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

7. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Extensive knowledge of BOSTES Syllabus requirements across all areas of the curriculum and a sound ability to teach literacy and numeracy
- Experience utilising digital technologies, including SmartBoards and iPads, to enhance learning
- A proven understanding of effective learning practice through differentiated programs that reflect understanding of student needs
- Sound knowledge of summative and formative assessment to evaluate student learning using different strategies and use of this information to inform teaching practice
- A portfolio of innovative approaches to teaching and learning
- Proven ability to work collaboratively as a member of a team
- Skills which promote reflective practice and a culture of improvement
- The ability to promote positive social interaction between students
- Appropriate teaching qualifications and registration with BOSTES NSW
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.