Junior School (K-6) Teacher
Temporary Full-Time – Commencing Term 3 2019

St Catherine’s is seeking a passionate, innovative teacher who is committed to providing an excellent education for primary school girls.

The successful applicant will be skilled in creating dynamic learning experiences and maintaining a positive, nurturing environment in which each girl can flourish. They will be confident in the delivery of a rich, differentiated curriculum and the effective integration of technology. Applicants must also demonstrate highly developed communication skills and a willingness to work collaboratively.

Active support for the Christian character and purposes of the school is essential.

The job description is available below. Applications should be addressed to Human Resources and please apply via SEEK and submit by 23 June 2019.

This position requires the successful applicant to have a new Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012. Details of how to apply are available on http://www.kids.nsw.gov.au.
Position: Junior School Teacher

Responsible to: Headmistress
Reporting to: Head of Junior School
Responsible for: Junior School students
Effective date: 2019

Primary purpose of the position:
Junior school teachers plan and implement effective educational programs in a dynamic, nurturing learning environment. They work collaboratively with other teachers, curriculum leaders, pastoral leaders and support staff to enhance the delivery of the curriculum and the care of students. They actively support the Christian character and purposes of the school.

Major responsibilities:

1. Teaching and learning

   • Develop curriculum material that reflects a thorough understanding of numeracy and literacy programs and of the curriculum framework identified in the NESA syllabus documents.

   • Provide a high level of care for all students and create a classroom environment that reflects the pastoral care philosophy of the School.

   • Design units of work that reflect the principles of a developmental and differentiated curriculum model.

   • Deliver rigorous, engaging and challenging lessons that meet the learning needs of all students, providing a balance between explicit teaching practices and inquiry learning.

   • Ensure the learning intention and success criteria of teaching experiences are communicated to the students.

   • Promote and develop critical and creative thinking dispositions.
• Work collaboratively with grade partner, stage members and other teachers to plan learning experiences.

• Share, review and evaluate best practice.

• Support the integration of technology into the curriculum.

• Set and maintain high expectations for students and promote learning as a rich and lifelong experience.

2. **Meet the individual needs of students**

• Demonstrate knowledge of the individual student within the classroom.

• Implement assessment programs to determine a student’s stage of learning.

• Analyse student data to identify specific learning needs of individual students and facilitate the necessary support.

• Monitor the performance of all students in relation to maximising individual potential and implement effective teaching and learning strategies to assist in the attainment of improved outcomes for students.

3. **Classroom practice**

• Create and maintain a vibrant classroom which supports engagement in learning and discussions.

• Teach in a manner that is positive, creative and stimulating for the students.

• Create a safe and nurturing class environment that develops connectedness and promotes social and emotional learning.

• Set and maintain clear behavioral and learning expectations for students in line with the School mission, vision and virtues.

• 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.

4. **Assessment and reporting**

• Complete all requirements in relation to the marking of student work, assessment tasks, and examinations in an efficient and timely manner.

• Use assessment techniques and data tracking to monitor student and class performance.

• Analyse student data to identify individual student areas which require additional attention and development.
• Complete all academic report requirements in a timely and efficient manner.

5. Communication
• Communicate effectively with students, parents and staff including seeking direction from school counsellors and management where appropriate.
• Respond to parent requests for information in a timely and efficient manner.

6. Resources and curriculum materials
• Use a broad range of teaching and learning resources.
• Work collaboratively with other classroom teachers in the use and distribution of resources.
• Maintain an effective level of resources within the classroom.
• Set expectations for students in the use of resources.

7. Administrative tasks
• Complete routine administrative tasks in an effective and timely manner.
• Ensure that roll marking is accurate, timely and in line with the expectations set for the Junior School.
• Fulfill the reporting requirements as set by the Head of the Junior School.
• Contribute to the daily operation of the Junior School by fulfilling playground duties, extracurricular activities and other tasks effectively and efficiently.
• Attend staff meetings and stage meetings as requested by the Head of the Junior School.
• Maintain files in relation to student and staff matters and ensure the security and confidentiality of information.

8. Risk management
• Report directly to the Headmistress through the Head of the Junior School on any matters relating to child protection.
• Respond in a timely and efficient manner to all incidents relating to students’ safety and wellbeing.
• Provide information to the Head of the Junior School when relevant issues relating to risk management arise.

9. Professional development
• Remain abreast of educational trends and current practice particularly in relation to the education of girls. Attend educational workshops and conferences as directed by the Head of Junior School.

• Identify professional development needs and participation in training programs that support the development of new skills and knowledge and will enhance innovation and best practice.

• Support and oversee student teachers on practice teaching placements when required.

• Be willing to observe other teachers’ lessons and be observed as part of structured professional learning to continuously develop skills and understandings.

10. Undertake other duties as required by the Headmistress

Selection Criteria:

The successful candidate will possess the following:

• Willingness to actively support the Christian ethos of the school

• Commitment to high professional standards

• Firm knowledge of the Australian Curriculum in the NESA syllabus documents

• Deep understanding of the needs of primary aged girls

• Working knowledge of work health and safety legislation and child protection requirements

• Bachelor degree or higher teaching qualification

• Accreditation with the NESA

• Skills in problem solving, setting priorities, giving guidance and direction, coping with pressure and meeting deadlines.

• Current knowledge of how technology is used to enhance teaching and learning

• Strong written and oral communication skills