

Role Description

Class Teacher (Junior School) – 12 Month Maternity Leave

Reports to: Head of Junior School.

Supervisor: Year / Stage Coordinator.

The Class Teacher also works at the direction of the Junior School Deans.

The Class Teacher provides highly effective teaching for assigned class/es and assists each student to achieve optimal learning outcomes, within a creative and supportive learning environment.

Professional Responsibilities

Students

- Provide a safe, joyful, positive and supportive environment for all students, implementing the School's policies and procedures.
- Refer students to the Junior School Counsellor or external agencies via Coordinator and Head of Junior School.
- Liaise cooperatively with parents to promote the wellbeing of students.
- Keep Senior Staff fully and promptly informed of the needs of students and their families.

Teaching and Learning

- Maintain a thorough and current understanding of NSW syllabus documents.
- Embrace the implementation of Meriden's Fidelis Model in the Junior School.
- Know subject areas thoroughly; consolidate, extend and enrich all girls' skills and knowledge.
- Develop and adhere to an approved classroom timetable.
- Implement the School's scope and sequence of learning.
- Work collaboratively and flexibly with the Coordinator, Deans, colleagues and specialist teachers to develop, implement, register and evaluate teaching programs and activities.
- Differentiate teaching programs to cater to the needs of individual students.
- Assess, moderate, document, track and report student progress.
- Work collaboratively with the Learning Support Coordinator and Learning Enhancement staff to promote optimal learning outcomes for all students.
- Maintain accreditation and participate actively in Professional Development opportunities provided by the School.

Administration

- Prioritise and organise the multiple tasks associated with the role of Class Teacher.
- Maintain a working and growing knowledge and use of technology.
- Attend to all record keeping, marking and documentation and administration.
- Meet deadlines, attend meetings and interviews etc.; be punctual.
- Maintain a clear working knowledge and application of School policies and procedures.
- Complete supervision duties and other general and administrative tasks as required.
- Understand the Australian Professional Standards for Teachers and participate in the School's staff review processes.

School Community

- Represent the School positively and appropriately with high standards of speech and attire.
- Promote unity and wellbeing within the staff; communicate and address concerns appropriately to Senior Staff.
- Interact positively with all members of the School community, is welcoming to all parents and visitors
- Participate fully in the wide range of special events and cocurricular activities (including camps and excursions) that comprise the life of the School
- Maintain confidentiality and respond professionally and sensitively to students and their families.

Personal Qualities

- Displays excellent interpersonal and communication skills, and a high level of collaborative practice
- Represent the School positively and appropriately with high standards of speech and attire.
- A willingness to embrace and enhance the Christian ethos and practice of Meriden, as an independent Anglican School for girls
- Loyal to the Principal and publicly supportive of her decisions.