



Walford

Position Description

Teacher

POSITION TITLE	Teacher
REPORTING/WORKING RELATIONSHIP	All staff are accountable to the Principal and report to the Head of School / Head of Faculty / Head of House as appropriate to the position.

Role Description

The teacher's primary responsibility is to facilitate each student's learning and achievement, by purposefully designing learning opportunities utilising a range of appropriate learning, teaching, feedback, and assessment strategies, appropriate to age, stage, and student needs. The teacher fosters a learning environment that enables each student to achieve their potential.

Key Responsibilities

General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures and the Walford Staff Code of Behaviour.
- Embody the School's commitment to child safety and actively contribute to creating and maintaining a child safe environment.
- Be a member of and actively contribute to the relevant teaching team/s.
- Ensure knowledge and implementation of School policies and procedures.
- Be an active member of relevant professional organisations and engage in relevant professional learning.
- Teach subjects as appropriate to subject/s and year level/s.
- Participate in the pastoral care program of the School.
- Participate in the School's co-curricular program.

Learning and Teaching

- Create and maintain a safe, positive and organised learning environment that fosters the development of resilience and independence for students.
- Prepare and deliver high quality teaching programs in line with the requirements of the International Baccalaureate Primary Years Program (IB PYP), Australian Curriculum and/or South Australian Certificate of Education (SACE) as applicable to the role.
- Employ a range of strategies to address students' individual learning needs, in response to a range of data about student learning.

- Develop and implement appropriate feedback, evaluation and assessment strategies and procedures, including providing prompt, timely, and meaningful feedback on student work in line with the School's Policies and Procedures.
- Share continuous feedback on student work via the Learning Management System (e.g. Seesaw or Canvas) as appropriate.
- Utilise a range of information and learning technologies to enhance learning, teaching, feedback and assessment.
- Contribute to the development, implementation and evaluation of curriculum.
- Assume responsibility and concern for the welfare of all students within the class.
- Develop a safe and supportive classroom (and school) environment by reinforcing and following the School Behavior Management Policy.

Organisation and Administration

- Maintain relevant records and documentation including accurate and up to date records of student assessment and progress.
- Mark and return student work promptly.
- Prepare and write reports in line with School assessment guidelines.
- Adhere to all work health safety regulations in line with legislative requirements.
- Assist with the organisation of relevant School activities and attend as required.
- Attend relevant meetings and functions including staff meetings, parent teacher interviews and meetings as required.
- Adhere to all school policies and procedures as outlined in the School's policies and procedures manual and the Staff Induction Handbook.

Professional Excellence

- Attend staff Chapel services, meetings and professional learning activities as required.
- Demonstrate a commitment to ongoing professional learning.
- Manage sensitive information carefully, skilfully and only as needed to ensure confidentiality is maintained.
- Model an exemplary standard of professional conduct at all times.
- Participate in the School's program of professional growth and review.

Communication

- Establish and maintain effective communication with colleagues.
- Engage in appropriate communication with parents as required.
- Contribute, as appropriate, content for social and print media, the Yearbook and other publications.

Qualifications and Experience

Essential

- University qualifications in teaching and education, relevant to the role.
- Up-to-date, relevant knowledge of student wellbeing issues, curricula and pedagogy.
- Teaching experience, and a reflective and growth-focused approach to own teaching practice.
- A high level of competency in information and learning technologies.
- Significant knowledge of and experience with Microsoft Office.
- South Australian Teacher Registration.
- Working with Children Check (WWCC).
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) (Fundamentals and Masterclass).
- HLTAID 012 Provide First Aid in an Education and Care Setting.

Desirable

- Knowledge and experience with Seesaw (Years R-3) or Canvas (Years 4-12).
- Knowledge and experience with Synergetic.

Personal Attributes

- Support for the Anglican ethos of the School.

- Empathy and respect for children.
- Professional integrity and the highest standards of professionalism and professional practice.
- A passion for girls' education.
- Commitment to continuous improvement.
- Skills in establishing effective and cooperative working relationships with staff, students, and parents/caregivers.
- The ability and commitment to foster safe, positive learning environments.
- Outstanding written and verbal communication skills.
- Excellent organisational skills.
- Warmth, empathy, kindness, and good humour.

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. Staff may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.