

PREP SCHOOL SUPPLY TEACHER POSITION DESCRIPTION



Churchie.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Preparatory School Supply Teacher
School / Organisational Department:	Preparatory School
Reports To:	Deputy Head of Preparatory School
Type of Employment:	Casual
Date:	May 2024

Primary Purpose of the Position

To develop and deliver high quality teaching and learning programmes within the Preparatory School that will encourage students to achieve academically, develop personally and become life-long learners.

To assist students to develop to their fullest potential by encouraging and supporting their participation in academic, pastoral and co-curricular activities, by role modelling appropriate behaviours and providing dedicated and holistic pastoral care.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

Duties and responsibilities include, but are not limited to:

Excellence in teaching

- Demonstrate a commanding knowledge of the curriculum, and exhibit genuine interest and ongoing curiosity within the relevant subject syllabuses, the International Baccalaureate Primary Years Programme (PYP) and ACARA;
- Development and use of a flexible range of teaching strategies and approaches to enhance the learning experiences for a wide range of students inclusive of an extensive use of ICTs to advance the learning programmes;
- Provide a wide range of learning experiences to serve the diverse learning needs of students;
- Plan, prepare and teach lessons that reflect a good knowledge of relevant subject syllabi and ACGS work programmes;
- Use available technology to maximise every opportunity for high quality teaching and to constantly update teaching resource materials. This includes ensuring full implementation of the School's ICT resources and the Tablet Laptop program;
- Develop and utilise appropriate evaluation techniques for formative assessment, and set and supervise summative assessment tasks;
- Carry out reporting and other administrative duties appropriate to a classroom teacher in an effective and efficient manner;

- Design and implement teaching and learning programmes using contemporary knowledge and understanding of curriculum, assessment and reporting requirements
- Model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes
- Develop learning activities that incorporate differentiated strategies to meet the specific learning needs of the students across a full range of abilities
- Identify and respond to boys who have a need for learning support in collaboration with the Personalised Learning Team.

Excellence in student management

- Ensure classroom management skills respond effectively to the demands of each class and all students, supporting the School's behaviour management policy and process at all times;
- Role model behaviour that supports Churchie's aim to develop a high level of behavioural self-management in the students;
- Ensure the appropriate 'tone' in the subject classrooms, in terms of student demeanour, readiness to learn, respect for the rights of others to learn, and work ethic, by articulating expectations;
- Supervise students in timetabled classes, rostered ad hoc supervision periods, on Grounds Duty, at School functions that staff and students are expected to attend and other duties as required;

Excellence in communication

- Participate in School Committees as appropriate to share ideas and contribute to the development of teaching excellence;
- Communicate effectively with teaching colleagues, parents, students and administrative staff;
- Support colleagues and students by providing low-level counselling to boys on matters of academic improvement, maintenance of subject notes and adherence to the articulated Learning and Behavioural Values of the School;
- Refer boys requiring support to School Counselling Staff, or other staff as required

Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

Teaching and Cocurricular

- Maintain a regular teaching commitment as agreed.
- Be involved in pastoral care for students for students in general, in line with ACGS philosophy.
- Maintain a regular cocurricular commitment each year as agreed. Use this opportunity to engender team and competitive spirit among the students.

Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;

- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

Spiritual Awareness

- Support the School Chaplaincy team by teaching Religious Education, if such a deployment is required by timetable constraints;
- Attend Staff Chapel, School Services and House Chapel services as a model for colleagues and students.

Community Service

- Participate in and support Community Service initiatives at the School.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Supervisor, Executive or the Headmaster.

Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

Selection Criteria

1. Demonstrate expert knowledge of the Subject syllabi, supported by academic excellence and proven excellence as a classroom practitioner.
2. Demonstrate a robust knowledge and understanding of adolescent boys, including how choices in curriculum design affect motivation and performance.

3. Demonstrate strong knowledge of classroom pedagogies for engaging and nurturing boys within a rigorous curriculum that integrates technology as a tool to enhance learning.
4. Display thorough knowledge of the Curriculum with International Baccalaureate Primary Years Programme (PYP) considered advantageous. Display knowledge or a willingness to engage with PYP.
5. Capacity to display common-sense, maturity, good judgement, and discretion in all matters relating to the boys and their families.
6. Capacity to contribute in a highly professional and dedicated manner to the School's pastoral, service and cocurricular programs.
7. Demonstrate a capacity to participate in a high performing team, seeking to develop a climate of trust and authenticity with colleagues, students and parents.
8. Willingness to support the spiritual, community and cocurricular life of the School.
9. As this is an academic appointment the successful candidate must have proof of eligibility to work in Australia, be a Qualified Teacher and registered with the Queensland College of Teachers.