



ROLE DESCRIPTION

Position:	Teacher
Department:	Junior Years
Reports to:	Dean of Junior Years' Education
Status and Time:	Full-Time (1.0 FTE), 12-Months Fixed Term

Role Context and Purpose

Methodist Ladies' College is a Uniting Church day and boarding school for girls from Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont.

The Junior Years' teacher provides the best possible education for each girl within their classroom, contributes to the pastoral care and co-curricular programmes of the College, and is ultimately responsible for the welfare and learning of students.

Required Skills, Knowledge and Experience

- Relevant Tertiary qualifications.
- Considerable evidence of progress towards achieving Highly Accomplished teacher status, in accordance with the AITSL standards.
- Demonstrated teaching excellence in Upper Primary years.
- Demonstrated knowledge of best practise pedagogy, and specifically how this applies to the Upper Primary years.
- Attention to deliver engaging lessons that stimulate and develop students.
- The ability to promote an environment of dynamic, active and genuine learning.
- Dedication to the advancement of each child's holistic development.
- Sound knowledge of the Australian Curriculum and a comprehensive understanding of current educational issues, particularly the education of girls.
- Highly developed analytical and interpersonal skills, and the ability to build excellent relationships with staff, students, parents, general public and professional networks.
- Strong written and oral communication skills.
- The ability to work collaboratively as a team member, and independently.
- Excellent organisational and time management skills.
- Current teaching registration with the Teacher Registration Board of Western Australia.
- National Police Clearance (less than 12 months old). If less than 12 months old, we can accept the clearance linked to your TRBWA registration.
- Current Working with Children Check card.
- A commitment to model, promote and represent the College's Vision, Mission and Values at all times.

Key Tasks

Teaching Practice and Pastoral Care

- Teachers are responsible for any MLC student assigned to their care.
- Prepare and present an outcomes focused curriculum based on the Australian Curriculum.
- Submit lesson plans and records to the Dean of Junior Years' Education, Deputy Principal, and any other line managers as required.
- Promote an environment of dynamic, active and genuine learning, using a variety of effective teaching strategies.
- Plan and present learning experiences that are student centred and outcomes focused, designed to be engaging and challenging learning experiences.
- Liaise with the appropriate support staff in the implementation of the curriculum.
- Closely monitor student progress in each subject area and maintain up to date student records on each student's learning. Ensure the needs of all individuals in the classroom are met.
- Liaise with Head of Year regarding each student to inform of student progress. Facilitate appropriate individualised remediation and extension activities as required.
- Work collaboratively with the Junior Years' leadership team to encourage high aspiration and achievement. Speaking to parents about issues, where necessary, may be part of this responsibility.
- Acknowledge successful learning outcomes and achievements in a variety of ways.
- Maintain close and excellent communication with parents concerning the progress of their child.
- Write formal academic records that conform to College guidelines.
- Attend Parent/Student/Teacher interviews, Speech Nights, Chapel Services and Assemblies.
- Undertake ground and other supervision duties as required, including sporting carnivals and school camps.
- Promote and monitor pupils' attendance and punctuality, working within school systems and procedures.
- Know each pupil, displaying warmth, openness and personal support, developing trust.
- Monitor behavior development, and be aware of any circumstances which lead to poor or erratic behavior.
- Model exemplary pastoral care and management of students, promoting positive relationships.
- Work collaboratively with other teachers to ensure a community spirit between the year group.
- Maintain professional confidentiality.

Lesson time that has not been assigned to classroom teaching is provided for the purposes of lesson preparation, assessment of students' work and individual student counseling or tutoring.

Co-Curricular Programme

- Effective participation in the co-curricular programmes of the College, and in accordance with College procedures.
- Encourage students to be active participants in the co-curricular life of the College, and ensure activities are pursued in a manner consistent with the College's values.
- Provide leadership and instruction to participating students.
- Where appropriate, nominate students for awards.
- Maintain adequate levels of supervision and standards of behavior during activities.
- Ensure the necessary equipment is available and maintained.

Communication

- Excellent and responsible relationships with students marked by mutual respect and professionalism.
- Communicate with parents to promote a positive partnership between home and School.
- Support the College’s policies and procedures, and ensure all documentation complies with standards.
- Maintain excellent collegial relationships.
- Assist in the mentoring and coaching of new staff to MLC.
- Attend staff planning and professional development days.

Self

- Comply with College policies and procedures.
- Responsible for identifying areas for personal and professional development.
- Work as part of a team.
- Develop and maintain professional networks and associations.
- A commitment to model, promote and represent the College’s Vision, Mission and Values at all times.
- Other duties as directed by Line Managers.

General Conditions

- As per the Methodist Ladies’ College Teachers’ Enterprise Agreement, as varied from time to time.

SIGNED: _____

DATE: _____

(Director of People Strategy)

SIGNED: _____

DATE: _____

NAME: _____

(Employee)