

POSITION DESCRIPTION

Teacher (Generic)



METHODIST
LADIES'
COLLEGE

| Reports To | |
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| Head of Academic Department | |
| Department/Section | |
| Relevant to subject specialty | |
| Key Relationships | |
| Internal: <ul style="list-style-type: none">• Principal• Students• Executive Leadership Team• Academic Head of Department• Academic Department Staff• Heads of Year• Mentor Teachers | External: <ul style="list-style-type: none">• Parents and Caregivers.• Members of the Academic Board. |
| Qualifications and Demonstrated Experience | |
| Essential: <ul style="list-style-type: none">• Eligibility for TRBWA registration• Demonstrated excellence in learning and teaching• Recognised expertise in the relevant discipline area• Highly developed information, communication and technology skills• Strong advocacy for all-girls' education and the promotion of all-girls' learning environments'• Knowledge and commitment to the ethos and values of the College• Professional integrity and empathy for young people• Capacity for strategic thinking and ability to implement and drive change• Highly developed interpersonal, communication and relationship building skills• Ability to be a high-functioning, contributory and collaborative team member• A commitment to ongoing professional growth and development | |
| Role Purpose | |
| <ul style="list-style-type: none">• A teacher, under the supervision of the Head of Academic Department, is responsible for the preparation and delivery of appropriate and engaging learning experiences for their students, assessment and reporting of student progress according to School and Department requirements, the proper management of classes and the safety of students in their care. | |
| Role Responsibilities | |
| Learning and Teaching <ul style="list-style-type: none">• Design and implement engaging learning experiences for students.• Use data and expertise to develop and maintain evidence-informed lesson plans, programs, units of work, and pastoral records.• Develop and administer the appropriate programs of assessment at each year level, having regard for the Department, the SCSA and College Assessment Policy requirements.• Ensure that students' work is marked and returned promptly, and appropriate feedback is given to students and parents.• Assist with the preparation and proofreading of student academic reports. | |



- Engage with and adapt to a variety of school systems, software and technologies that have been implemented to enhance learning and teaching outcomes.
- Participate in the development of cross-curriculum planning and integrated projects in collaboration with other academic disciplines.

Student Wellbeing.

- Demonstrate a thorough understanding of the learning and pastoral needs of students and the capacity to respond to these in teaching and assessment programs.
- Under the supervision of the Head of Year, lead or assist with a Mentor Group.
- Refer individual students to the Head of Department, Head of Year, Deputy Principal or Head of School if further professional support is needed.
- Make provision for appropriate school work to be provided in cases of student illness.
- Prepare and proofread pastoral reports.

Communication and Collaboration

- Have highly developed organisation and interpersonal skills including the ability to resolve conflict if it arises.
- Be an active member of the Academic Department
- Build positive relationships with students and parents
- Contribute to research and thought leadership in relevant areas
- Explore innovative courses and approaches to learning

Administration Management

- Ensure all online and other records of lessons and teaching programs provided to students and parents are up to date and aligned to school policy
- Oversee all assessments in your classes and ensure equitable and transparent processes for the collection and allocation of marks aligned with the SCSA assessment and school policy
- Ensure courses are implemented according to the SCSA and provide all required data according to specific timelines

Professional Development

- Critically reflect on teaching practice and modify it accordingly
- Demonstrate commitment to personal professional development on a planned continuing basis, and apply learning gained.
- Demonstrate involvement in professional networks as the opportunity arises.
- Engage with current issues in education and the educational implications of trends and developments.

General

- Co-ordinate and participate in relevant co-curricular activities and competitions
- Undertake any other duties as directed by the Principal or line manager
- Demonstrate and promote the Vision, Values and Mission of the College

NB: Position Descriptions are dynamic and evolving documents and the Principal reserves the right to vary responsibilities at any time.



Teacher of Mathematics

Methodist Ladies' College, Claremont

Commencing 2026 full-time and part-time positions

Methodist Ladies' College, Claremont is a vibrant boarding and day school for girls that has been offering exceptional education for more than a century. We are a blend of cultures, ideas, innovations and imaginations, and a community that celebrates diversity and achievement, promoting excellence in all areas of life.

We seek a dynamic and enthusiastic Teachers of Mathematics, to teach mathematics across years 7-12. Interest from graduates and experienced teachers is invited.

Our teachers possess excellent subject matter knowledge, design and implement engaging learning experiences for students, and work collaboratively to understand and respond to individual student pastoral and wellbeing needs. You will work in a culture of support and excellence and join a community where families and teachers work together to develop confidence in every girl's abilities.

To be successful you will demonstrate:

- Eligibility for registration with TRBWA
- Excellence in learning and teaching from years 7-12
- Recognised expertise in mathematics
- Strong ICT skills
- Outstanding communication, relationship building and collaboration abilities
- Strategic thinking and a willingness to embrace innovation and drive change
- An understanding of and commitment to girls' education in an all-girls' environment

Please apply to the Principal – Ms Rebecca Clarke and forward your application to hrjobs@mlc.wa.edu.au Further information can be obtained on 08 9383 0226