



POSITION DESCRIPTION

POSITION TITLE:	Teacher – Senior School
REPORTS TO:	Vice Principal Day to day management is through the appropriate Head of Department
CO-ORDINATES WITH:	Year Co-ordinators Careers Counsellor School Psychologist
EXPERIENCE AND QUALIFICATIONS:	Four year trained teacher Registered with TRBWA Working with Children Check Organisational skills and attention to detail Willingness to be part of the total life of the School
POSITION PURPOSE:	
The work of the teacher at Perth College is of a holistic nature and all staff are expected to support the vision and values of the School. The School and teaching staff recognise that the teaching profession encompasses a wide range of duties. There will be collaborative planning between the School and the individual teacher in the allocation activities.	
KEY RESPONSIBILITIES:	
Within the Classroom	
➤ Knowledge and Understanding	
a) Maintains good breadth and depth of subject knowledge, updated regularly.	
b) Shows a clear understanding of subject material in the syllabus and the assessment procedures required.	
c) Understands teaching and learning theories and practices.	
➤ Content Preparation	
a) Prepares relevant, innovative instructional material based on student needs and course requirements.	
b) Demonstrates programme continuity with sufficient flexibility to cover anticipated problems.	
c) Provides extension, remediation and bridging to other subject areas.	
➤ Teaching Strategies and Skills	
a) Provides a stimulating environment to promote learning, maximum interest, motivation and development of self esteem.	
b) Demonstrates patient, secure discipline and the ability to anticipate and take appropriate corrective action to minimise problems.	
c) Provides clear expectations and explanations and show skilful use of oral and written questioning techniques.	
d) Encourages students to respond willingly and to think conceptually, creatively and analytically.	
e) Is punctual, a role model, and returns all marked work promptly, giving honest, positive feedback.	
f) Uses time effectively and profitably, keeping students on task.	
g) Demonstrates diagnostic and evaluation skills and the ability to vary teaching strategies to cope with individual and group needs.	
h) Demonstrates professional concern towards students as individuals as well as class	

members.

- i) Performs administrative tasks conscientiously and competently.
- j) Uses technology competently and appropriately.

➤ **Evaluation**

- a) Demonstrates the ability to develop, use and interpret assessment material in a variety of modes.
- b) Provides students with clear assessment guidelines.
- c) Keeps clear documented records.
- d) Discusses progress with individual students and/or parents regularly.
- e) Understands the purpose of assessment and uses varied and appropriate strategies to provide feedback, inform teaching and profile students.

Within the Academic Department

➤ **Planning**

- a) Contributes to and supports curriculum development and creative innovations.
- b) Is generous in expressing opinions and sharing ideas and resources.
- c) Integrates learning experiences across a range of subject areas, seeking active interdisciplinary co-operation.
- d) Is willing to participate in and help organise special subject activities.

➤ **Inter-Relationships**

- a) Is a co-operative, dependable and responsible team member.
- b) Is willing to help solve any problems.
- c) Shows professional integrity.
- d) Is loyal to and supportive of the Head of Department and other team members.
- e) Fulfils all Departmental requirements and responsibilities.

As a Form Teacher

- a) Shows good rapport and understanding of students.
- b) Is punctual and uses time productively.
- c) Performs administrative tasks conscientiously and competently.
- d) Actively supports the ethos of the School.
- e) Is vigilant on School rules and dress code.
- f) Shows willingness to be involved in co-curricular programmes of students.
- g) Is supportive of and work closely with the Year Co-ordinator.

Within the School

- a) Shows support for the aims and philosophy of Perth College.
- b) Is willing to take appropriate initiatives in support of Perth College.
- c) Is a positive influence amongst staff and helps to diffuse difficult situations which may arise.
- d) Is a respected member of the School community.
- e) Shows loyalty to the School and colleagues at all times.
- f) Is supportive and active in the co-curricular programme.

Teaching Profession

- a) Shows enthusiasm to students and other staff.
- b) Exhibits a positive attitude towards students in general and teaching as a vocation.
- c) Is willing to supervise student teachers.
- d) Is willing to give and accept constructive criticism where appropriate.

- e) Is willing to critically examine one's own performance and role within the School.
- f) Is an active member of a professional association.
- g) Is willing to serve as a member of a subject syllabus committee etc.
- h) Shows a commitment towards personal and professional development.