



# HALE SCHOOL

## JOB DESCRIPTION

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| <b>Date</b>           | <b>September 2024</b>   |
| <b>Position Title</b> | <b>Senior School Teacher</b>                                    |
| <b>Reports to</b>     | <b>Head of Department, Head of Senior School and Headmaster</b> |

### Summary

The successful applicant will have an excellent working knowledge of the curriculum and be able to design, implement and assess engaging modules of work which are suited to the needs of adolescent boys.

### Responsibilities

#### Teaching and Learning

- Establish and maintain positive relationships with students and a supportive learning environment.
- Foster high expectations so that each student wants to achieve their best.
- Encourage students to take responsibility for their learning.
- Engage students in the process of learning by employing a variety of effective teaching strategies to successfully implement the curriculum.
- Plan and use a variety of teaching strategies, including differentiating the curriculum, to ensure that the needs of individual students are being met.
- Create a supportive, online community for collaborative learning.
- Develop and deliver effective online learning strategies and resources.
- Maintain a good understanding of online learning platforms, software, and methodologies.
- Liaise as required with the appropriate Learning Support staff in the implementation of the curriculum.
- Promote effective work habits in students and embed learning skills in the teaching programme.
- Demonstrate an enthusiasm for, and thorough knowledge of, the curriculum of their subject area.
- Promote and use a range of subject specific resources and technologies to support teaching and learning.
- Implement all course and assessment timetables and related requirements.
- Maintain accurate records of student attendance, progress, and assessments.
- Have a clear understanding of the department's and the School's assessment guidelines, in particular the Year 11 and 12 guidelines for those teaching senior students.
- Monitor the academic progress of each student and provide them with prompt, helpful and consistent feedback within the required timeframe.
- Use as required an appropriate range of formal and informal assessment items for the purpose of teaching and learning.
- Maintain effective communication with both the student's key pastoral care provider and their parents (e.g., via diary, Notice of Concern, email) especially regarding their academic progress.
- Complete formal academic reports that align with the School's Reporting Guidelines.
- Attend Parent/Teacher Interviews.

### **Curriculum and Resource Development**

- Participate in the review, development, and evaluation of curriculum in their department area.
- Be aware of current trends and changes impacting on education in Western Australia and more broadly.
- Plan and document programme delivery.
- Ensure that all activities requiring the booking and use of facilities and resources are effectively managed and communicated.
- Plan, promote, organise, and effectively manage all incursions and excursions relating to their teaching and learning programme.

### **Pastoral Care and Behaviour Management**

- Provide a caring environment which promotes the physical, emotional, social, intellectual and spiritual wellbeing of all students.
- Be aware of the processes and philosophy underlying the Student Behaviour Management Policy and follow the guidelines for practice.
- Establish and maintain appropriate classroom rules and procedures, which should be made explicit to all students and reinforced consistently.
- Respect confidentiality at all times.
- Be sensitive to the social and emotional needs of students in their care.
- Maintain effective communication with key pastoral care providers concerning the pastoral care needs and behavioural concerns of students.
- Apply strategies and classroom recommendations outlined in psychometric assessments provided by psychologists.
- Collaborate with and support specific requests regarding student progress (e.g. from Heads of Houses, Pastoral Care Leaders, School Psychologists) in a timely and professional manner.
- Participate in case conferences and team-teaching meetings regarding individual students as required.
- Support the School's pastoral care programme.

### **Co-Curricular Activities**

- Participate in and support the School's co-curricular programme and fulfil responsibilities as negotiated with the Director of Co-Curricular.
- Promote involvement, commitment and teamwork and provide appropriate leadership and instruction to participants.
- Maintain records of student attendance and performance within the co-curricular activity.
- Where appropriate, nominate students for awards.
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe.

### **Duty of Care**

- At all times ensure that reasonable care of students is undertaken to avoid their being harmed while in a staff member's care.
- Care or provide for the care of students whilst students are involved in school activities or present for the purpose of school activities.
- Have a clear understanding of all policies relating to Duty of Care - Attendance, Behaviour Management, Missing Person, Excursions and Pastoral Care Processes.
- Be aware of and understand the obligations of working in accordance with the School's Mandatory Reporting, Child Protection and Staff Conduct Policies and Procedures.
- Participate in and complete regular professional development specific to Child Protection, Mandatory Reporting and Staff Conduct.

### **Professional Learning**

- Demonstrate a commitment to ongoing professional learning.
- Actively contribute to the ongoing learning, continuous improvement, innovation and collaboration in any team of colleagues of which they are a member.
- Participate in professional learning activities to enhance curriculum knowledge and teaching skills.
- Engage in subject evaluation and performance reflection with a view to continuous improvement in teaching practice.
- Share expertise and skills during staff professional learning programmes.
- Achieve competencies in the use of relevant and appropriate technologies.

### **Professional Practice**

- Maintain supportive and professional relationships in an environment that is conducive to working effectively and efficiently, and in a manner that reflects the values of the School.
- Maintain emotional objectivity and appropriate professional distance.
- Ensure that communication, either via email, phone or written correspondence reflects objective professional views and is conveyed in a balanced professional manner.
- Assist in maintaining safe, tidy, well-organised teaching spaces and surrounds.
- Maintain appropriate professional attire and appearance.
- Be punctual and appropriately prepared for all professional responsibilities.
- Ensure that student absentee lists are completed on time and recorded accurately.
- Complete all ground duties as required.
- Engage in collaborative work practices.
- Support colleagues in fulfilling their leadership and administrative roles.
- Attend staff meetings, briefings, assemblies, and professional learning activities.
- Participate in the School community by attending School functions.
- Represent Hale School in a positive and professional manner.
- Undertake any other duties that may from time to time be required by the School.
- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting, Child Protection and Student Behaviour Management Policies and Procedures, and Staff Code of Conduct, Staff Code of Ethics, and Critical Incident Management Guidelines.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

By instruction of the State Government of Western Australia, and under Public Health Direction, Hale School and its staff fall in "Group 2" industries and occupations within the State's Mandatory COVID-19 vaccination policy.

## Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- promote the safety and wellbeing of children and young people
- ensure your interactions with children and young people are positive and safe
- provide appropriate support and supervision of children and young people in your care
- act as a positive role model for children and young people
- participate in regular performance management and professional learning linked to our Codes of Ethics and Staff Code of Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- maintain an up to date and valid Working with Children Check
- if appropriate, meet professional standards for teachers and maintain teacher registration and,
- report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

## Qualifications and Experience

- Hold appropriate teaching qualifications.
- Have current registration as a teacher with the Teacher Registration Board of Western Australia (TRBWA) or be eligible for registration.
- Have a current Working with Children check.
- Be fully supportive of Hale School's Anglican heritage.