

# ARDEN



## TEACHER (PRIMARY YEARS)

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School.

Staff are united in their commitment to improving the quality of teaching and learning, directly and indirectly, and are active partners in their professional learning and performance development. Arden is committed to maintaining a reflective, school-wide evaluation and ongoing development program that nurtures skilled, passionate practitioners who are a part of a collaborative team.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

### **General expectations**

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's mission and vision
- Reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

## **Experience & Qualifications**

- Tertiary qualifications in Education (Primary)
- NESA accreditation

## **Personal Attributes**

- Possess intellectual strength, professional integrity and a passion for education
- Possess in depth subject knowledge and show a commitment to continue to develop as a dynamic and inspirational teacher
- Show a commitment to pastoral care and a knowledge of the social and emotional issues which affect children
- Ability to differentiate for a diverse group of students, make adjustments and teach to their strengths
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements
- Possesses a strong work ethic
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Demonstrate ongoing enthusiasm, initiative and innovation
- Strong organisation and time management skills
- Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- Willingness to continue to develop as a dynamic and inspirational teacher
- A level of mobility that supports the ability to respond to a first aid / behavioural incident
- Intermediate computer skills and literacy, with a working knowledge of programs such as Adobe, Outlook and Microsoft 365

## **POSITION PROFILE**

The role of the Teacher is to deliver an inspiring and differentiated learning program through high quality teaching and be involved in the learning, pastoral care and co-curricular programs of the School as these are pivotal to the holistic development of each student.

Teachers are responsible for the intellectual development and wellbeing of their students. Teachers deliver excellence in developing and delivering academic programs, administration of student assessment and results, marking and record keeping.

Teachers are expected to be flexible, enthusiastic, competent and dynamic team members, who actively engage in the daily life of the School, in addition to their responsibilities at class level. Within the classroom Teachers are expected to establish an effective rapport with students; motivate students to develop skills, attitudes and knowledge needed to provide a good educational foundation in accordance with each student's ability.

Arden values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

## **Key Responsibilities**

### **Professional Practice**

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships
- Deliver effective pedagogy in an innovative and engaging manner

### **Curriculum, Teaching and Learning Responsibilities**

- Teach in line with the Arden Teaching & Learning Framework; Well Known, Well Cared For, Well Taught
- Use evidence-based pedagogical practices
- Write, implement and evaluate teaching programs
- Develop effective assessment, testing and reporting procedures
- Participate in the planning of curriculum, writing of programs and scope and sequences and creation of resources
- Use formative and summative assessment to determine student progress
- Create a stimulating classroom environment where students can flourish
- Complete marking, reports and results in a timely manner and meet deadlines
- Submit reports at a professional standard that demonstrate an understanding and knowledge of each student
- Plan and oversee individual student and group academic needs and progress, including enrichment (extension) and enhancement (support)
- Monitor and report on the progress and achievement of all students regularly with the Head of Department

### **Classroom Management**

- Guide the general development and meet the individual needs of all students. This includes attention to physical and emotional health and social relationships, and the development of desirable habits and attitudes
- Manage a well-rounded educational program, directing groups in their classes, assisting students individually and in groups
- Responsible for the physical environment of the classroom space – displays, neatness and resources
- Advise or correct students when necessary in the classroom, keeping the Head of Campus informed of any student behaviour management concerns

### **Behaviour Management**

- Contribute towards the positive tone of the School and promote the self-esteem of students
- Within the Teacher's designated area of responsibility, provide appropriate advice about the welfare and behaviour of students
- Contribute to the monitoring of student achievements and welfare, including those with individual needs
- Assist with positive behaviour management and standards throughout the School
- Be proactive in expecting appropriate dress standards from all students

### **General Responsibilities**

- Positively and proactively contribute to the life of the School
- Always behave in professional manner
- Assist other members of the department and share resources
- Respond to parent concerns in a timely and professional manner
- Prepare activity documentation (including risk assessments), within the required timeframes, as required
- Make professional judgements to solve complex problems in the absence of clear methods or procedures in place for doing so

- Deliver specific objectives to achieve the values, goals and strategies of the School

### **Expectations**

- Set and maintain professional goals and standards, including participating in professional development, compliance training and keep up to date with evidence-based pedagogical and educational trends
- Demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- Contribute to the effective and efficient running of the department
- Report for duty on each regular school day in good time to prepare classes for that day and/or to complete before school duty routines
- Demonstrate positive and cohesive working relationships with staff (including volunteers) and students
- All staff are supplied with a laptop computer and are expected to be competent in computer skills and maintain a thorough understanding of the School's internal ICT systems

### **Work Health & Safety (WHS)**

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- participating in the development of a safe and healthy workplace
- complying with any instructions given for their own safety and health and that of others
- adhering to safe work procedures
- being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- not placing others at risk by any act or omission, or
- not wilfully or recklessly interfering with any safety requirement of the School.

### **Other Duties and Responsibilities (as required)**

- Attend School meetings, as requested, including outside of usual work hours
- Be involved in the School's cocurricular program and attend School camps, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

### **Role classification**

Industrial Agreement	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement (MEA) 2021
Hours (usual)	8.00am – 4.00pm Monday - Friday The Junior Campus operates a 5 day timetable, with a number of areas completely or partially taught by Specialist Teachers, where Class Teachers are not required to

participate or be present. Some lessons are provided by external providers, requiring staff to be present to supervise the students.

FTE

1.0

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

### **Reports**

This role reports directly to the Head of Junior Campus. There are no direct reports for this role.

### **Professional Review**

This Position Description is intended as a framework for annual professional review.