



Guildford Grammar School

FOUNDED 1896

POSITION DESCRIPTION

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| Position Title: | Senior School Teacher |
| Date established: | August 2024 |
| Reports to: | Head of Learning Area |

POSITION OVERVIEW

A Senior School Teacher provides the best possible education for the students within their subject areas and contributes to the pastoral care and co-curricular programmes of the School. Senior School Teachers are responsible for:

- Teaching Practice; that delivers the successful implementation of Learning Area and WACE curriculum through face-to-face lessons and online materials.
- Delivering Pastoral Care; by knowing each student and developing a positive relationship based on mutual trust.
- Involvement in the Co-Curricular Programme; by taking an active role and encourage students to actively participate.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education.
- Registration with the Teacher Registration Board of Western Australia.

Competencies & Technical Skills

- Have a working knowledge/understanding of current curriculum and a passion for relevant subject content.
- Have a thorough understanding of program requirements and curriculum planning for children in years 7 to 12 (including those with additional needs/ documented plans).
- Demonstrate a comprehensive understanding of current educational issues.
- Be willing to engage in the pastoral care of students, have a role in regular professional development and take part in ongoing performance reviews.

- Demonstrate outstanding behavioural guidance strategies and techniques to support students.
- Have the ability to differentiate to cater for the individual learning needs of students.
- Possess excellent communication and interpersonal skills including team building and mentoring to engage students and with families.

Personal Attributes & Values

- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be a committed, enthusiastic and innovative member of staff.
- Possess highly developed interpersonal and communication skills.
- Demonstrate the ability to effectively collaborate with other teachers, and work as part of a team.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on Child safety and well-being.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be responsible and held accountable for continuing compliance with our Child Safe Reporting Policy. It is expected that all staff will maintain contemporary know of the Policy and enact the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to senior leaders and the Principal immediately.
- Ability to work under pressure and to deadlines including being punctual and flexible, with good time management and prioritisation skills.
- Ability to maintain confidentiality and represent the school at a professional level.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Teaching Practice

- Motivate and engage students in timetabled lessons, fostering a love of learning as determined by the timetable.
- Create an environment of active and authentic learning experiences.
- Employ a range of teaching strategies to successfully implement the curriculum.
- Ensure the needs of all students are met by adapting the curriculum as needed.
- Spend adequate time in lesson planning and organisation.
- Monitor each student's progress and provide effective feedback to foster student

achievement.

- Keep accurate records of each student's attendance, progress and assessment.
- Maintain good communication with parents concerning student progress.
- Prepare for and attend Parent/Student/Teacher interviews.
- Prepare formal academic reports as required by the School.
- Support the Head of Learning Area to implement changes to the Curriculum and courses.
- Create lesson plans and programmes as directed by the Head of Learning Area.
- Seek feedback and reflect on teaching practices to ensure ongoing effectiveness of teaching methods and practices.
- Utilise support staff appropriately to implement the requirements of the School.

Undertaking Professional Development

- Keep up to date with curriculum and resource development in teaching areas.
- Maintain adequate technology competencies relevant to teaching.
- Attend appropriate seminars and courses.
- Participate in subject or area association meetings as appropriate.
- Maintain relationships with professional associations (e.g. Curriculum Council, AISWA).
- Participate in and contribute to the School's professional development programs.
- Participate in the development and evaluation of curriculum, programmes and Resources for the implementation of the curriculum.

Delivering Pastoral Care

All staff have pastoral responsibilities within the school, whether as classroom teachers or in their specific role as mentors. The key tasks of a mentor within the Senior School include:

- Knowing each student as:
 - an individual (eg. medical history and problems, likes/dislikes, interests, career aspirations).
 - a member of the school (academic ability and progress, involvement in games, co-curricular activities).
- Developing a positive relationship based on mutual trust.
- Monitoring each students' academic progress.
- Overseeing and developing student leadership and mentoring in the Mentor Group.
- Monitoring students' character development and being aware of any circumstances which lead to poor or erratic behaviour.
- Monitoring students' attendance patterns and reporting matters of concern to the Head

of House (9-12) or Head of Year (7-8).

- Providing feedback to the Head of House (9-12) or Head of Year (7-8) which summarises a student's role in the Mentor group.
- Developing and maintaining open lines of communication with parents.
- Attending and participating in Hub/House Meetings and Chapel.
- Ensuring effective use of Community & Gathering periods, under the direction of the Head of House, (9-12) or Head of Year (7-8) to achieve the aims of the Pastoral Care System and School Social Emotional Development Programs.
- Attending school organised activities relevant to the Hub/House and Mentor group.

Involvement in the Co-Curricular Programme

- Take an active role in the co-curricular programme.
- Fulfil co-curricular responsibilities as agreed with the Director of Cocurricular.
- Ensure all activities are pursued in a manner consistent with our School's values.
- Encourage students to be active participants in the co-curricular program offered.
- Keep accurate records of student attendance and performance in co-curricular activities.
- Ensure the necessary equipment is available and maintained.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.