DUTY STATEMENT
JUNIOR SCHOOL MUSIC TEACHER

POSITION ACCOUNTABLE TO
Head of Junior School

POSITION IS RESPONSIBLE FOR
Not Applicable

CLASSIFICATION
Standard Model (Teachers)
Multi Enterprise Agreement 2015-2017

KEY RELATIONSHIP
PYP Coordinator

PURPOSE
To be an enthusiastic, team-orientated, collegial, highly professional and learning-focused educator to inspire students in the area of art within the International Baccalaureate (IB) Primary Years Programme (PYP). You will be committed to student-centred learning, higher-order thinking practices, use of ICT as an integral part of learning, and the values, aims and ethos of Radford College.

RESPONSIBILITIES

General responsibilities
- To work as a member of a cooperative team in order to provide a vibrant, dynamic and innovative educational program for the children within his/her care in accordance with the Junior School's philosophy and framework
- To demonstrate at all times active support of the College aims, objectives, policies and rules, and to provide a model for learning and living.
- Be actively involved in the co-curricular activities of the Junior School. These will take place after school and/or on weekends. The normal expectation is for a co-curricular commitment over two terms (if a weekend involvement) or four terms (if weekday).

Pedagogy and Relationships
- To provide a warm, supportive, nurturing, safe and stimulating environment for the children and their families.
- To treat each child with dignity and respect and build a positive relationship with each child as an individual.
- To develop in consultation with teams & PYP Coordinator an Australian Curriculum which reaches internationally within the PYP pedagogical framework.
- To fulfil the role of a teacher as one who observes, documents and researches.
- To demonstrate the growth and development of each child and his/her learning journey using a variety of documentation.
- To share information about specific children and their families with the Head of Junior School and Junior School Executive in order to provide the necessary support and assistance when appropriate.
- To undertake all duties in a competent and professional manner.

Collaboration and Communication
- To work in close collaboration with Junior School staff.
- To support the Head of Junior School where necessary with the management and running of the school.
To attend and contribute to regular staff meetings in order to assist in the facilitation of effective communication, staff development and discussions on the management and programming for the Junior School.

To attend professional development courses, read relevant articles, books and journals and share acquired information with other staff members.

To support families, to communicate child’s/children’s development, successes and progress and to share relevant records with parents both informally and at formal organized meetings.

To attend and contribute to parent meetings/gatherings when appropriate.

To seek family involvement in developing and implementing the curriculum/program for the children in their group.

To ensure that total confidentiality is maintained in regards to all matters related to the children, their families and the Junior School.

Administration and General
- To assist the Head of Junior School in any administrative duties related to the children.
- To assist with morning tea and lunch time duties as rostered.
- To assist with and attend activities and events at the Junior School which promote the showcasing of the children’s work or community spirit.
- To follow housekeeping practices which ensure that equipment is maintained at an optimal level.
- Duties as required by the Principal or Head of Junior School.

Other Duties
- Teaching staff are expected to participate in a range of duties beyond classroom responsibilities. These duties may include, but are not limited to, participation in relevant meetings and professional development activities, playground duties and co-curricular duties and will involve application of discipline, participation in the College's program for spiritual and pastoral care and various other duties. Some of the duties will need to be undertaken at times other than during the school day including on weekends.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED
- Tertiary qualifications that are suitable to be a registered teacher
- ACT Teacher Quality Institute (TQI) Registration
- Current First Aid Certificate

PERSONAL SKILLS AND ATTRIBUTES
- A love of teaching
- Willingness to follow the IB-PYP program, practices and professional development requirements.

*It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.*