



RADFORD COLLEGE

DUTY STATEMENT JUNIOR SCHOOL TEACHER

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| POSITION ACCOUNTABLE TO | Head of Junior School |
| POSITION IS RESPONSIBLE FOR | Not Applicable |
| CLASSIFICATION | Independent Schools NSW/ACT Standard Model (Teachers) Multi Enterprise Agreement 2017 |
| KEY RELATIONSHIP | Not Applicable |

PURPOSE: To inspire children with a sense of belonging and a love of learning. To foster an environment where questioning, higher-order thinking, creativity and inquiry invite student engagement and challenge.

RESPONSIBILITIES

General responsibilities

- Collaborate as a member of a team in order to provide a vibrant, dynamic, innovative and balanced educational program for our children in accordance with the International Baccalaureate's Primary Years Programme
- Be aware of and follow the College Code of Professional Conduct
- Demonstrate active support of the College aims, objectives, policies and rules at all times
- Provide students with a model for learning and living
- Be actively involved in the cocurricular activities of the Junior School. These take place after school and/or on weekends. The normal commitment for a cocurricular duty is over two terms (if a weekend involvement) or over four terms (if the activity occurs on a weekday)

Pedagogy and Relationships

- Provide a warm, supportive, nurturing, safe and stimulating environment for our children
- Respect the knowledge and views that parents and caregivers hold of their children through engaging in active listening and conversation
- Work continually on getting to know the individual academically, emotionally and socially
- Treat each child with dignity and respect
- Develop learning experiences in collaboration with the teaching team and PYP coordinator that address Australian Curriculum Achievement Standards and fit within the PYP Framework
- Identify opportunities to innovate learning through student engagement, ICT, guest speakers and organisation of excursions
- Dedicate time to document and update all Australian Curriculum and PYP planners regularly
- Fulfil the role of a teacher as one who observes, assesses, collaborates and researches
- Work actively towards developing growth in each child's learning journey using a variety of strategies and documentation techniques
- Share information about 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
- Undertake all duties in a competent and professional manner

Collaboration and Communication

- Work in close collaboration with Junior School staff
- Support the Head of Junior School where necessary with the management and running of the school
- 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 of the Junior School
- Attend professional development courses, read relevant articles, books and journals and share acquired information with other staff members
- Support families to understand student development, concerns, successes and progress and to share relevant records with parents both informally and at formal organised meetings
- Update Radford Online fortnightly to ensure families are aware of key learning intentions
- Attend and contribute to parent meetings, learning journeys, sports carnivals and gatherings when appropriate
- Seek family involvement in developing and implementing the curriculum/program for the children in their group
- Ensure total confidentiality is maintained in regards to all matters related to the children, their families and the Junior School

Administration and General

- Assist the Head of Junior School in any administrative duties related to the children
- Assist with before school, morning tea, lunch time and after school duties as rostered
- Assist with and attend activities and events at the Junior School which promote the showcasing of the children's work or community spirit
- Follow housekeeping practices which ensure that equipment is maintained at an optimal level

Environment

- To create an aesthetically beautiful classroom environment which fosters inquiry, creativity, thinking and independences whilst minimising risk and clutter

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
- A current Senior First Aid Certificate will be essential prior to commencement

Personal Skills and Attributes

- A love of teaching
- A sense of trust and honesty
- Energy, enthusiasm and a willingness to grow
- Team spirit and loyalty

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