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## Role Description – Junior Classroom teacher

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### Primary Purpose:

The classroom teacher will work with other staff to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and promotes the aims and objectives of the College.

### Accountable to:

The Principal

### Relates to:

1. Director of Junior School
2. Stage Coordinators
3. Assistant Stage Coordinators

### Major Responsibilities

The classroom teacher is responsible to the Principal through the Head of Junior School for:

#### Planning, Teaching and Class Management

Teaching allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting appropriate and demanding expectations; setting clear targets, building on prior attainment;
- be aware of and make provision for students who have learning difficulties or are gifted or who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programs of study;
- maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
- evaluating own teaching critically to improve effectiveness;
- liaise with the Stage/Assistant Stage Coordinator to ensure the implementation of College policy and best practice.
- accurately marking the roll each morning.
- Taking Wednesday Afternoon Sport and/or Sporting teams when required to do so.

#### Vision

Growing and nurturing excellence, wisdom and service in the emerging Southwest of Sydney

#### Mission

Creating a vibrant learning community in which each student is valued, high standards of character, behaviour and relationships are set and Christ is honoured

## **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- prompt marking, returning and monitoring of students formal and informal assessment work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by the NSW BOS and College procedures; undertake regular assessment of students and participate in the College's reporting system to parents.
- Keeping abreast of statutory requirements in curriculum expressed by the BOS and other professional bodies.
- Writing student academic reports as per guidelines and within published time frames.

## **Curriculum Development**

- Have lead responsibility where possible for a year/stage group subject or aspect of the a year/stage group subject and develop plans which identify clear targets and success criteria for its development and/or maintenance;
- Writing programs and maintaining registers as required.

## **Pastoral Care Duties**

- be a classroom teacher to an assigned group of students, building rapport with individual students and encourage the holistic growth of each student.
- promote the general progress and well-being of individual students and of the Year Pastoral Group as a whole.
- liaise with the Stage/Assistant Stage Coordinator to ensure the implementation of the College's pastoral care system;
- Communicate with parents via the diary/phone/email about their child's progress.
- Sign and check Student diaries weekly where applicable
- Monitor and report on the progress of individual students. Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;

## **Other Professional Requirements**

- have a working knowledge of teachers' professional duties, standards and duty of care;
- operate at all times within the stated policies and practices of the College;
- contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College;
- take responsibility for own professional development and duties in relation to Colleges policies and practices;

## **The Classroom teacher is expected to be present at:**

- all mandatory College events,
- all mandatory professional development activities
- all formal parent-teacher interviews
- designated information evenings.

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