



# JUNIOR SCHOOL CLASSROOM TEACHER ~ STAGE 2 OR 3

## JOB DESCRIPTION

### Context

Macquarie College is an integrated Pre-School to Year 12 Adventist coeducational campus. It is renowned for its high academic standing, its cultural and sporting pursuits and disciplined learning environment. The high priority given to Christian values and student welfare and the open and natural setting of the College makes it a highly desirable centre of education and learning.

In keeping with the unique character of the College, employees, both part-time and full-time, are expected to have regard for the Adventist faith, practice and culture. It is desirable that the appointee would be a practicing Christian and have an understanding of the philosophy and practice of Christian education.

### POSITION DETAILS

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**Position:** FTE 1.0

#### Responsible to:

1. Head of Junior School
2. College Principal
3. Seventh day Adventist Schools (NNSW) Ltd

#### Remuneration:

In accordance with the Teachers Enterprise Agreement 2018-2021 (SDA Schools (NNSW))

#### Employment Conditions:

Employment at the college is subject to, and inclusive of, the following conditions:

- A successful 'Working with Children Check' prior to commencing employment
- A three-month probationary period
- Adherence to the Staff Code of Conduct
- Adherence to the College Professional Dress Code
- Other conditions as determined by the terms of the Teacher Enterprise Agreement and applicable College policies.

## KEY RESPONSIBILITIES

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### Teaching Load

- Classroom Teacher ~ Stage 2 or 3
- Staff meetings and parent meetings as required
- In-service and professional development programs as required
- Supervision duties as allocated
- Extra-curricular responsibilities as negotiated with the Head of Junior School

### Classroom Practice

1. Assist the Head of Junior School in the overall operation of the school as directed.
2. Co-operate with the day-to-day organisation and operation of the school program.
3. Accept responsibility for the organisation and management of the class assigned to them.
4. Carry out responsibilities in maintaining satisfactory student management and developing a strong College tone.
5. Carry out duties including playground duties and supervision before and after school as assigned.
6. Understand the requirements of their duty of care and legal responsibilities, including awareness of playground protocols, and be prepared to take action when required.
7. Demonstrate responsibility with all matters of academic organisation and planning (e.g. work programs, assessments), in harmony with College philosophy statements and objectives. Programs of work, as well as other documents need to be available on call.
8. Demonstrate Pastoral care for the well-being of each child in the class.
9. Assume responsibility for the maintenance and accuracy of the daily class roll including absences with notes of explanation.
10. Ensure pride in uniforms, care of the classroom and College property.
11. Maintain assessment records and student portfolio samples for College reports and for the next teacher at year-end
12. Be available for concerts, excursions, Sabbath programs and parent meetings as required.
13. Understand protocols relating to transporting students to and from school by car and on other occasions (excursions).
14. Accept 'majority staff' decisions and support for the programs of the College.
15. Undertake ongoing professional learning.

## ESSENTIAL CRITERIA

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- Relevant qualifications
- Knowledge of NESA syllabuses and experience in teaching Stage 2 or 3
- Ability to contribute value to the educational strategic plan for the school
- Evidence of positive relationships with parents, staff and the community
- Positive communication and interpersonal relationship skills
- Commitment to working collegially with administration, staff, students and the community
- Ability to use assessment and data to improve student learning

- Demonstrated commitment to quality teaching and learning
- Effective and efficient organisational and management skills
- Consider the welfare of students as a matter of high priority

## **DESIRABLE CRITERIA**

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- Experience working with students and parents/carers
- Commitment to support the vision and mission for the school
- An understanding of quality teaching and learning strategies and current changes in education.

## **ADDITIONAL REQUIREMENTS**

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### **Relationships to Administration**

- Staff are expected to assist the Principal and other administrators in the operation of the College, particularly in matters relating to academic organisation and planning.

### **Relationships to Colleagues**

- Staff are expected to maintain a professional and collegial relationship with colleagues

### **Relationships to Students**

- Consider the welfare of the students as a matter of high priority.
- Hold in professional confidence the ideas, needs, weaknesses and failures of students.
- Maintain a professional relationship with all students that is characterised with trust, respect and understanding.
- Be familiar with the responsibilities of teachers in reporting suspected cases of abuse of students directly to the Head of Junior School and in accordance with State regulations.

### **Relationships to the Community**

- Periodically report to parents/guardians on the progress of students.
- Send to parents prior written notice of all activities involving parent support and/or participation.

### **Occupational, Health and Safety Responsibilities**

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Write Risk Assessments for all for all excursions.
- Co-operate with the school management in its fulfillment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practicable to their supervisor.
- Not place others at risk by any act or omission.
- Not willfully or recklessly interfere with safety equipment.

## APPLICATION PROCESS

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### **Applications close: 4 pm, Friday 21 September 2018.**

- Written applications may be forwarded to The Principal, Macquarie College, PO Box 517, Wallsend, NSW, 2287. Written applications must be marked confidential and quote the position title;
- Online applications may be emailed to [employment@mc.nsw.edu.au](mailto:employment@mc.nsw.edu.au);
- Provide a Letter of Interest, CV with details of all qualifications and experience, a statement addressing Selection Criteria, and the contact details of three referees.

For further information about the position, contact Reception on (02) 4954 6222 or email [employment@mc.nsw.edu.au](mailto:employment@mc.nsw.edu.au)

For further information about the College, visit our website ~ [www.macquariecollege.nsw.edu.au](http://www.macquariecollege.nsw.edu.au) .