

Claremont College

Position Title	Intern Teacher
Responsible to:	Principal
Reports to:	Deputy Principal
Context	<p>An Intern Teacher at Claremont College is a position created to provide Graduate Teachers with the opportunity to work in a supported co-teaching environment supporting the learning of all students across the entire continuum of learning. The co-teaching model at Claremont College draws on the strengths of everyone in the team: Classroom Teacher, Intern Teacher, Teaching and Learning Assistant (one assigned to each grade level) and Learning Support Teacher.</p>
Duties and Responsibilities	<p>The Intern Teacher will:</p> <ul style="list-style-type: none"> ● Contribute to all areas of teaching. This will vary depending on the co-teaching team. When the class separates into literacy and numeracy groups, interns are expected to teach their own group; ● Program at least 1 KLA in Term 1, increasing up to 30% of the programming load by Term 4. Interns are expected to contribute to the planning of literacy and numeracy programs; ● Have mutually agreed upon responsibilities with their grade partners. This involves planning, programming and marking; ● Assess the programs they are teaching. They are expected to input the data into the assessment file, be involved in taking anecdotal notes across other curriculum areas; ● Contribute to assessment data and assist in editing the classroom teachers' comments. An Intern Teacher will not be expected to write report comments. ● Have a duty of care to support students by writing incident reports, ROMs and pastoral care notes. Classroom teachers are expected to deal with major incidences. Interns are required to be in constant communication with classroom teachers with regards to pastoral care issues;

	<ul style="list-style-type: none"> ● Attend and contribute (not expected to lead or organise) parent meetings. Interns may call parents regarding minor issues, such as parent consent for excursions, positive affirmations for a child or confirming meetings; ● Have more responsibility to program and teach (than a TLA), therefore administration duties should be mutually agreed upon and shared by the teaching team; ● Stay until 5pm for staff meetings; ● Meet with Deputy Principal once a term to discuss role and progress; ● Intern monthly meetings unless this clashes with teaching a class; ● Be professional in all aspects of the role, displaying flexibility and proficiency in organisation, communication and interpersonal skills. ● Attend PD to maintain professional currency; ● Set a good example of Christian living in the College and model the Christian faith to others in professional and personal life; and ● Perform any other task assigned by the Principal or his/her nominee commensurate with the position to which the person is appointed.
<p>Key Competencies</p>	<p>The Intern Teacher will demonstrate:</p> <ul style="list-style-type: none"> ● Demonstrate knowledge and understanding of strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities. ● Use curriculum, assessment and reporting knowledge to design learning sequences and lesson plans. ● Effective communication skills necessary for working within a co-teaching environment; ● Assist classroom teachers with the implementation of the IP process, including attendance at IP meetings; ● Provide effective classroom management skills and techniques; and ● Implement Safe School’s policies and procedures, especially in regard to Child Abuse identification and reporting.

Agreement

The requirements of this role are intended to describe the general nature and responsibilities of work in this job. These statements are not to be construed as an exhaustive list of duties, tasks and skills required of the job. This job description should be read in conjunction with the SASC current Conditions of Employment and the Collective Workplace Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by the principal to support the school's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility level appropriate to the position.

Salary

In accordance with the MEA – Support Staff / transitioning to Band 1 with demonstrated competency.