POSITION DESCRIPTION

POSITION: Classroom Teacher (Year 5 in 2013)
STATUS: Permanent – to commence Monday 26 August, 2013 (negotiable)
TIME: Full time (1.0)
LOCATION: Mitcham Campus

POSITION CONTEXT:
Scotch College Adelaide is an Early Learning to Year 12 co-educational day and boarding school affiliated with the Uniting Church of Australia. The College has a balanced enrolment, with up to 975 students, including a maximum of 108 boarders and 50 international students. The College is organised into three schools: the Junior School (Early Learning to Year 6) located on the Mitcham Campus, and the Middle School (Years 7 to 9) and Senior School (Years 10 to 12), both located on the Torrens Park campus. The College also owns and operates an environmental educational facility (Kyre Campus) on Kangaroo Island, a remote Outdoor Education facility (Goose Island) and two off-campus rowing facilities (West Lakes & River Torrens). The College has a well-established ICT focus with all students from Years 7 to 12 using notebook computers in the classroom. The College has a focused program of Positive Psychology.

LINE MANAGEMENT:
• Reports directly to the Head of Junior School
• Ultimately responsible to the Principal as CEO of the College

COLLEAGUES:
• All Junior School staff and all other College Employees

DUTIES AND RESPONSIBILITIES:
• Homegroup teacher (Year 5 in 2013).
• Establish and maintain an inspiring, well-organised and stimulating learning environment.
• Personalise learning to cater for the needs of all students, including extremely able students.
• Assist all students to achieve their personal best. Liaise with specialist/support staff as required to support students.
• Contribute to the sporting program of the Junior School in a coaching and/or team management capacity.
• Participate in Outdoor Education programs.
• Contribute to the co-curricular activities of the college.
• Assess students as required by the college and maintain appropriate records.
• Incorporate ICTs in teaching and learning.
• Write formal reports to parents each semester, regular class newsletters, send home work samples as required and offer parent interviews.
• Attend all staff meetings and cluster group meetings.
• Act as an excellent role model for students, colleagues and parents; always representing the college in a positive and professional manner.
• Attend college functions and events when required.
• Demonstrate a commitment to one’s own professional learning.
- Plan and deliver information at Acquaintance Night in Term 1.
- Undertake other duties as required.

**QUALIFICATIONS**
- Relevant teaching qualifications
- Previous experience related to the teaching responsibilities required by the position (a minimum of 5 years preferred).
- The successful applicant must be registered to teach in South Australia, have a national police check and have completed training in Childsafe Environments (formerly known as Mandatory Notification) and First Aid (BELS).

**PERSONAL ABILITIES/APTITUDES AND SKILLS**
- Proven ability to personalise learning to cater for the needs of all students.
- Proven ability to provide effective pastoral care and assist students to achieve their personal best.
- Strong interpersonal skills, including an open and friendly disposition, the ability to listen effectively and the ability to relate to people from a range of backgrounds.
- Outstanding verbal and written communication skills.
- Superior organisational ability and demonstrated self-motivation and initiative in setting goals, prioritising work, managing multiple tasks and creating solutions.
- Ability to develop and maintain positive relationships with key stakeholders within the College community.
- Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in College Activities.
- Ability to develop, promote and implement new and creative initiatives.
- Demonstrated personal resilience, including the ability to work under pressure and manage stress effectively.
- A high degree of confidentiality and professional judgement.
- A sense of humour.
- A high level of energy and vitality.
- An enthusiasm for education and the wellbeing of young people.
- A love of learning

**EXPERIENCE**
- A strong history of delivering outstanding educational outcomes in a Junior School
- Proven experience in the use of MS Office and classroom-based ICT skills

**KNOWLEDGE**
- Knowledge of ICT developments and tools relevant to teaching.
- Knowledge of current best practice in management of student relationships and behaviour.
- Knowledge of Protective Practices for staff in their interactions with children and young people (DECS 2011 Guidelines for staff working or volunteering in education and care settings)

**SPECIAL FEATURES OF THIS POSITION**
- Some out of hours work may be required.

*Authorised by the Principal – 24 July 2013*