POSITION DESCRIPTION

POSITION: Junior School Teacher (Prep)
STATUS: Contract – Term 3 & 4 2015
TIME: Full time
LOCATION: Junior School Campus, Norman Walk, Mitcham

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 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 Wellbeing.

LINE MANAGEMENT:
- Reports directly to the Deputy Principal and Head of Junior School

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

DUTIES AND RESPONSIBILITIES:
- Home group teacher – Prep.
- 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.
- Maintain a good understanding of Early Childhood best practice.
• Plan and deliver information at parents Acquaintance Night.
• Undertake other duties as required.

QUALIFICATIONS
• Relevant teaching qualifications and experience related to the teaching responsibilities required by the position.
• An Early Childhood qualification will be viewed favourably.
• The successful applicant must be registered to teach in South Australia, have a national police check and have completed training in Reporting Abuse and Neglect – Education and Care and First Aid.

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 /Early Learning environment.
• Proven experience in the use of MS Office and classroom-based ICT tools.

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.