

POSITION DESCRIPTION

TEACHER OF ENGLISH



POSITION HOLDER:	VACANT
PERIOD OF APPOINTMENT:	19 July 2021 to 10 December 2021
POSITION REPORTS TO:	Head of English Faculty
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Step 11 The Friends' School (Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERCENTAGE OF FULL-TIME:	100%

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- Teaching practices which align with The Friends' School's Learning Principles, Learning Partnership Understanding and Purpose and Concerns, as well as the Quaker ethos
- Knowledge, acceptance and implementation of School Policies and Guidelines
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents
- Willingness to teach across a range of disciplines (Years 7-12) if qualified to do so
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic priorities
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff

- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the most up-to-date version of the *Expectations of Teachers at The Friends' School* and all requirements of the Tasmanian Teachers Registration Board

SPECIFIC DUTIES AND EXPECTATIONS OF TEACHERS OF ENGLISH

- Teach English to students from Years 7 to 12
- Be a teacher who inspires and engages students in learning of English
- Actively participate in developing programs for English from Years 7 to 12 that are in keeping with the Australian Curriculum and the syllabus guidelines at The Friends' School
- Work in a team of dedicated English teachers and participate in a collaborative working environment
- Participate in the pastoral care system, normally by being a tutor for a group of students

KEY RELATIONSHIPS

- Head of Faculty
- Head of School
- Colleagues
- Students and parents

DELEGATIONS

- Nil

SELECTION CRITERIA

The successful applicant will:

1. show strong support for The Friends' School Purpose & Concerns, Learning Principles and Learning Partnership Understanding.
2. have a thorough knowledge of Australian English curricula and methodology from Years 7 to 12.
3. have appropriate tertiary qualifications related to the role.
4. have the ability required to develop and deliver effective teaching and learning programs which are accessible to and engage all students.
5. have the skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
6. be willing to actively support additional commitments that promote English in the School.
7. committed to ongoing professional learning through engaging in external opportunities and collaborating effectively with colleagues.
8. have the skills and disposition required to take responsibility for the effective pastoral care of students, in classes, tutor groups and on excursions.
9. participate in the co-curricular program of the School as required.
10. have the ability to work safely in a school environment and be fit to carry out the duties of the position.
11. be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.

C O N D I T I O N S O F E M P L O Y M E N T

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (Teachers) Enterprise Agreement 2021*.
- General conditions of employment will be in accord with *The Friends' School (Teachers) Enterprise Agreement 2021* and *The Friends' School Staff Code of Conduct*.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the *Work Health and Safety Act 2012 (Tasmania)*, as an employee of The Friends' School you must:
 - Take reasonable care for your own health and safety.
 - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
 - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School.
 - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- Fee concessions are available to assist staff in having their children educated at the School.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- No cost use of gym and pool at Friends Health & Fitness.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: