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POSITION HOLDER:	Vacant
PERIOD OF APPOINTMENT:	01 January 2022 to 31 December 2021
POSITION REPORTS TO:	Head of School – Early Learning to Year 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	To be determined The Friends' School (Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERCENTAGE OF FULL-TIME:	100%

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#### PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- Teaching practices which align with The Friends' School Purpose and Concerns and 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 year levels.
- Commitment to the School's professional development program and alignment with the School's strategic goals.
- 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.

- Behave and work in alignment with the most up-to-date version of *the Expectations of Teachers at The Friends' School*.

#### SPECIFIC DUTIES AND EXPECTATIONS OF TEACHERS OF MORRIS

- Implement the Primary Years Program of the IB, inclusive of the Australian Curriculum to students from three-year-old Kindergarten to Year 6.
- Be a teacher who inspires and engages students in authentic and meaningful learning through an inquiry approach.
- Actively participate in planning and curriculum implementation for students in three-year-old Kindergarten to Year 6 that are in keeping with the curriculum frameworks of the IB PYP, Australian Curriculum, the EYLF and guidelines of The Friends' School.
- Work in a team of dedicated Morris teachers and participate in a collaborative working environment.
- Participate in the pastoral care of all students.

#### KEY RELATIONSHIPS

- Head of School – Early Learning to Year 6
- Deputy Head of School, Years 2 -6
- Deputy Head of School, Early Learning – Year 1
- Primary Years Curriculum Leaders
- School Staff
- Students
- Parents

#### DELEGATIONS

- Nil

SELECTION CRITERIA

The successful applicant will:

1. Have a thorough knowledge of the Australian Curriculum. Knowledge or experience of inquiry pedagogy is desirable.
2. Have appropriate tertiary qualifications related to the role.
3. Have the ability required to develop and deliver effective teaching and learning programs which are accessible to and engage all students.
4. Have the skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
5. Have excellent interpersonal and collaboration skills relevant to the profession.
6. Have the skills and disposition required to take responsibility for the effective pastoral care of students.
7. Participate in the co-curricular program of the School as required.
8. Have the ability to work safely in a school environment and be fit to carry out the duties of the position.
9. Be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.
10. Show strong support for the Purpose & Concerns and ethos of The Friends' School.

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: .....

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (Teachers) Enterprise Agreement 2018*.
- General conditions of employment will be in accord with *The Friends' School (Teachers) Enterprise Agreement 2018* 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 10% employer superannuation contributions will be paid. However, the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 11% employer contributions.
- 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.