

DAILY RELIEF TEACHER FRIENDS' PRIMARY YEARS (MORRIS)



POSITION HOLDER:	Vacant
SECTION:	Friends' Primary Years - Morris (Kindergarten to Year 6)
POSITION REPORTS TO:	Head of School - Early Learning to Year 6
PERIOD OF APPOINTMENT:	Maximum of a 2-year contract
REPORTS TO POSITION:	Nil
CLASSIFICATION:	To be determined based on The Friends' School (Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERCENTAGE OF FULL-TIME:	Full time - 30 contact hours per week

PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Teaching practices which align with The Friends' School's Principles of Learning, 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 year levels and /or disciplines if qualified to do so.
- Commitment to the school's professional development program and alignment with the school's improvement plan and strategic priorities.
- Ability to work positively and collaboratively as part of a team.

- 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 supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Complete all required professional development and meet administrative/reporting deadlines.
- Behave and work in alignment with most up-to-date version of the Expectations of Teachers at The Friends' School and the requirements of the Tasmanian Teachers Registration Board.

S P E C I F I C D U T I E S A N D E X P E C T A T I O N S O F T H E R O L E

This position requires the teacher to be able to meet the needs of The Friends' School by taking on responsibility for a range of classes with different needs. The day-to-day expectations change depending on the requirements of the school, classes and students, such as: -

- Teaching classes K-6;
- Completing playground duties;
- Supervising excursions as a support staff member,
- Covering teachers on leave,
- Work closely with the E-6 Coordinator to meet the needs of the school on a daily basis
- Teach a variety of classes on a daily basis as the school requires.
- Whenever possible collaborate with colleagues to ensure the class program and routines continue
- Work in a team dedicated to the school's needs including day-to-day supervision, duties and responsibilities.
- Participate in the pastoral care system being actively engaged in supporting all students in a kind and caring manner.
- Participate in the School's co-curricular program
- Attend weekly staff meetings

KEY RELATIONSHIPS

- Head of School – early Learning to Year 6
- Deputy Heads of High School
- Early Learning to Year 6 Coordinator
- Colleagues
- Students
- School Community

DELEGATIONS

- Nil

SELECTION CRITERIA

The successful applicant will:

1. Have an understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Have a thorough knowledge of the Australian Curriculum and methodology across a number of year groups (K-6).
3. Appropriate tertiary qualifications required and to be a fully qualified teacher registered to teach in Tasmania.
4. Have the ability to develop and deliver effective teaching and learning programs which are accessible and engage all students.
5. High level of interpersonal and collaboration skills in dealing with students, parents and staff.
6. Have the skills and disposition required to take responsibility for effective teaching and pastoral care of students.
7. Highly developed verbal communication skills.
8. Possess the skills and knowledge required to use relevant ICT and learning management systems as an integral part of teaching practice.
9. Have the ability to work safely in a school environment and be fit to carry out the duties of the position.
10. Show strong support for The Friends' School Purpose & Concerns, Learning Principles and Learning Partnership Understanding.

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

Given the role of working in a School creates an environment where you will have access to confidential student information 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.

I have read and understood the expectations of this position description

Name:

Date:

Signature: