

POSITION DESCRIPTION  
TEACHER OF ENGLISH

THE FRIENDS' SCHOOL



---

POSITION HOLDER:	Vacant
PERIOD OF APPOINTMENT:	TBC
POSITION REPORTS TO:	Head of English Faculty
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be confirmed based on qualifications and experience as per The Friends' School (Teachers) Enterprise Agreement 2021
PERIOD OF APPOINTMENT:	Fixed-term
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 actively engages students in curriculum and cocurricular English learning.
- Actively participate in developing programs for English from Years 7 to 12 that are in keeping with the Australian Curriculum, the syllabus guidelines at The Friends' School, and the Tasmanian Certificate of Education and/or the International Baccalaureate Diploma Program syllabuses as required.
- Work in a team of dedicated English teachers and participate in, and contribute to, 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 an understanding and experience 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 English curricula and methodology from Years 7 to 12.
3. Demonstrate a commitment to the learning of all students and creating transformative interdisciplinary learning experiences.
4. Have a proven ability in developing and delivering engaging and empowering learning programs which are inclusive and responsive to student needs. Be willing to actively support additional commitments that promote English in the School.
5. Have the proven skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
6. Show commitment to ongoing professional learning through engaging in external opportunities and collaborating effectively with colleagues.
7. Have proven skills and disposition required to take responsibility for the effective pastoral care of students, in classes, tutor groups and on excursions. Proven experience in cocurricular programs.
8. Have appropriate tertiary qualifications related to the role and be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania. Present a certificate to show full vaccination for COVID-19.
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 Purpose & Concerns and ethos of The Friends' School.

CONFIDENTIALITY

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: .....