



POSITION HOLDER:	Vacant
SECTION:	High School
POSITION REPORTS TO:	Head of Campus Learning Leader Technology
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification based on experience as outlined in The Friends' School (Teachers) Enterprise Agreement 2021
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
PERCENTAGE OF FULL-TIME:	60%

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- 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.
- An understanding of Australian Curriculum trends and pathways coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- 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 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 Learning Areas if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and 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.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the *Expectations of Teachers* in The Friends' School Staff Handbook.

SPECIFIC DUTIES AND EXPECTATIONS OF TEACHERS OF FOOD & FIBRE

- Teach Food & Fibre to students from Years 7 to 12.
- Be a teacher who inspires and engages students in learning Food & Fibre.
- Actively participate in developing programs for Food & Fibre 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 Food & Fibre 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

- Learning Leader Technology
- Head of Campus
- Colleagues
- Students and parents

DELEGATIONS

- Nil

However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

SELECTION CRITERIA

The successful applicant will:

1. 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 Australian curricula and methodology for Food & Fibre from Years 7 to 12. An ability and willingness to teach VET Certificate II Cookery and TCE Design and Production 215 (Textiles) is desirable but not essential. Knowledge of the International Baccalaureate Diploma Programme is desirable.
3. 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.
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 Food & Fibre 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 both a Food & Fibre and general school environment and be fit to carry out the inherent requirements of the position.
11. Show strong support for the Purpose & Concerns, Learning Principles and the ethos for the Friends' School.
12. Must hold a current Tasmanian Working with Vulnerable People registration (employment), and provide a National Police Check (less than 6 months old).

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: