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POSITION HOLDER:	Vacant
SECTION:	Years 7-12
POSITION REPORTS TO:	Deputy Head of Campus
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification as outlined in The Friends' School (Teachers) Enterprise Agreement 2024
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed Term – maximum two year contract
PERCENTAGE OF FULL-TIME:	100%

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#### PRIMARY DUTIES AND EXPECTATIONS OF 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 THE ROLE

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 Daily Relief Teacher reports to the Heads of High School on a daily basis for teaching responsibilities and daily expectations. The day to day expectations would change depending on the requirements of the School, classes and students. These might include:

- Teaching classes;
- Completing playground duties;
- Supervising excursions as a support staff member,
- Covering teachers on short and long term leave; and
- Reporting to the Heads of High School for daily duties.
- Teach a variety of classes on a daily basis as the school requires.
- Be a teacher is actively engaged in supervision of required lessons and delivers lessons to a high standard.
- 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. This includes covering morning and Long Tutor sessions.
- Work closely with Heads of High School to meet the needs of the school on a daily basis

The expectation is that the Relief Teacher would deliver lessons provided by the absent teaching staff, ensuring that students are actively engaged in learning, making sure all requests left by the teacher on leave are explicitly followed. The Relief Teacher would provide timely feedback and notes on how the class/es progressed.

DELEGATIONS

- Nil

KEY RELATIONSHIPS

- Head of Campus 7-8
- Head of Campus 9-12
- Deputy Head of Campus 7-8
- Deputy Head of Campus Year 9
- Deputy Head of Campus 9-12
- Learning Leaders
- Colleagues
- Students

SELECTION CRITERIA

The successful applicant will:

1. Show understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Show strong support for the Learning Partnership Understanding.
3. Have a thorough knowledge of the Australian Curriculum and methodology across a number of year groups.
4. Have appropriate tertiary qualifications and be a fully qualified teacher registered to teach in Tasmania.
5. Have the ability required to develop and deliver effective teaching and learning programs which are accessible to and engage all students.
6. Have the skills and knowledge required to use relevant ICT and learning management systems as an integral part of teaching practice.
7. Have excellent interpersonal and collaboration skills.
8. Have the skills and disposition required to take responsibility for effective teaching and pastoral care of students.
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 and 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, therefor 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: .....