



# HALE SCHOOL

## JOB DESCRIPTION

<b>Date</b>	<b>July 2025</b>
<b>Position Title</b>	<b>Junior School Teacher</b>
<b>Reports to</b>	<b>Head of Junior School</b>

### Summary

The Junior School team prides itself on high levels of collaboration and collegiality, student engagement, and creative and reflective learning program that directly respond to student needs. The Junior School teachers regularly collaboratively meet within their year level teams to discuss teaching and learning programs, and other relevant business. Within these meetings the Head of Learning Centre and Deputy Head of Junior School supports, facilitates and monitors curriculum innovation and implementation.

### Responsibilities

#### Teaching and Learning

- Establish and maintain positive relationships with students and a supportive learning environment.
- Foster high expectations within each student to want to achieve their best and encourage students to take responsibility for their learning.
- Engage students in the process of learning by employing a variety of responsive teaching strategies to successfully implement the curriculum.
- Plan and use a variety of teaching strategies, including differentiating the curriculum, to ensure that the needs of individual students are being met.
- Liaise as required with the appropriate learning support staff and/or Head of Learning Centre in the implementation of the curriculum.
- Demonstrate an enthusiasm and thorough knowledge of the School Curriculum Standards Authority (SCSA) curriculum.
- Develop and utilise resources and technologies to support teaching and learning.
- Maintain accurate records of student attendance, progress and assessments.
- Monitor the academic progress of each student and provide them with prompt, helpful and consistent feedback.
- Use, as required, an appropriate range of assessment items for the purpose of teaching and learning.
- Maintain effective communication with both the students and their parents (e.g. via diary, email) especially regarding their academic progress.
- Complete formal academic reports that align with the School's Reporting Guidelines.
- Attend Parent/Teacher Interviews.

### **Curriculum and Resource Development**

- Participate in the review, development, and evaluation of teaching and learning programs.
- Be responsive to research and data impacting student learning.
- Plan and document program delivery.
- Ensure that all activities that require the booking and use of facilities and resources are effectively managed and communicated.
- Plan, promote, organise and effectively manage all incursions and excursions relating to your teaching and learning program.

### **Pastoral Care and Support**

- Provide a caring environment which promotes the spiritual, physical, emotional, social and intellectual well-being of all students.
- Be aware of the processes and philosophy underlying the Student Behaviour Management Policy and follow the guidelines for practice.
- Implement responsive behaviour management strategies which aid learning and develop the Hale learning dispositions.
- Respect confidentiality at all times.
- Apply strategies and classroom recommendations outlined in any external assessments provided authorised professionals.
- If necessary, participate in case conferences and team-teaching meetings regarding individual students.
- Support the School's pastoral care program.

### **Co-Curricular Activities**

- Participate in and support the School's co-curricular program and fulfil responsibilities as negotiated with the Head of the Junior School and/or Junior School Sports Master.
- Promote involvement, commitment and teamwork and provide appropriate leadership and instruction to participants.
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe.

### **Duty of Care**

- At all times, ensure that reasonable care of students is undertaken.
- Care or provide for the care of students whilst students are involved in school activities or present for the purpose of school activities.
- Work in accordance with all School Policies and Procedures but particularly the School's Duty of Care for Students, Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Attendance, Missing Person, Excursion, Pastoral Care Processes and Student Behavior Management Policies and Procedures.

### **Professional Learning**

- Demonstrate a commitment and be proactive in engaging in ongoing professional learning.
- Actively contribute to the ongoing learning, continuous improvement, innovation and collaboration in any team of colleagues of which you are a member.
- Participate in professional learning activities to enhance curriculum knowledge and teaching skills.
- Engage in subject evaluation and performance reflection and self-reflection with the view to continuous improvement in teaching practice.
- Share expertise and skills during staff professional learning programs.
- Achieve competencies in the use of relevant and appropriate technologies.

## Professional Practice

- Maintain emotional objectivity and professional distance.
- Ensure that communication, either via email, phone or written correspondence reflect objective professional views and are conveyed in a balanced professional manner.
- Assist in maintaining safe, tidy, well-organised teaching spaces and surrounds.
- Maintain appropriate and professional attire and appearance.
- Be punctual and appropriately prepared for all professional responsibilities.
- Ensure that absentees are completed on time and recorded accurately.
- Complete all playground duties as required.
- Engage in collaborative work practices.
- Support colleagues in fulfilling their leadership and administrative roles.
- Attend staff meetings, briefings, assemblies, and professional learning activities.
- Participate in the School community by attending School functions as required.
- Represent Hale School in a positive and professional manner.
- Always demonstrate the highest possible professional standards.
- Undertake any other duties that may from time to time be required by the School.

## Other

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

## Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.
- Act as a positive role model for children and young people.

- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

### **Qualifications and Experience**

- Hold appropriate teaching qualifications.
- Current registration as a teacher with the Teacher Registration Board of Western Australia (TRBWA) or be eligible for registration.