



**Pittwater House**

## POSITION DESCRIPTION

<b>TITLE</b>	Secondary Teacher – English
<b>REPORTS TO</b>	Principal via Deputy Principal Faculty Coordinator
<b>NATURE OF EMPLOYMENT</b>	Full Time Load

### POSITION OVERVIEW

#### *Liaison with*

1. Deputy Principal
2. Heads of School
3. Head of Teaching and Learning
4. Coordinator of Department
5. Coordinator of Learning Enrichment
6. Staff
7. Parents

#### *Philosophy*

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

## ESSENTIAL CRITERIA

### *General expectations for staff at Pittwater House*

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. They will:

1. Have appropriate qualifications in education and be registered and comply with NES requirements
2. Maintain a valid Working with Children check approval number
3. Have academic mastery of the subject content they teach
4. Have proven skills in programming, lesson planning, assessment and reporting strategies
5. Be reflective teachers, continually looking for feedback and learning opportunities
6. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
7. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
8. Be skilled in classroom management and administration
9. Understand the need to provide effective feedback to students in order to improve their understanding and learning
10. Maintain effective communication with colleagues, Heads of School and parents
11. Be an active user of the schools e-learning platform to support learning and communication
12. Assess and return work promptly to students with adequate feedback
13. Be available for faculty and staff professional learning, before and after school, where required
14. Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
15. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
16. Maintain professional confidentiality concerning information about staff and/or students and their families.
17. Act as a member of a team, developing and supporting the philosophy and ethos of the team
18. Ensure that all documents are prepared and presented in accordance with the School's Style Guide
19. Attend and participate in assemblies where directed.
20. Undertake other roles as determined by the Principal.

### ***Pastoral and Co-curricular Duties***

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they may:

1. Be allocated a "Form Class" each year (pastoral class).
2. Be responsible for attendance and following up attendance issues.
3. Promote pastoral care and leadership of the students.
4. Report directly to the Head of the Grammar School or Girls College.
5. Be involved in the pastoral or leadership annual camp.
6. Maintain and run the pastoral program in the allocated Form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and other times where required.
9. Provide appropriate administration and supervision during these activities, where required.

### **Performance:**

The successful applicant will be reviewed ongoingly in accordance with the NESAs Teaching Standards and the Schools Code of Conduct.