



ROLE DESCRIPTION

Literacy Teacher

Part-time (0.4), Temporary role.

Maternity leave vacancy for 12 months, 2017.

MISSION STATEMENT

At Wahroonga Preparatory School we envision that every child is known personally, cared for deeply, challenged extensively, and thriving into the future. We strive for depth in learning, social and emotional skills, and service to others for a better world.

Wahroonga Preparatory School seeks to be an exemplary school developing, within a caring Christian environment, young children of integrity, wisdom, compassion, and faith; children with a sure knowledge of who they are, and how they should live.

AIMS OF THE SCHOOL

1. Christian Purpose

- To confirm our Christian heritage as the foundation of values.
- To assist boys and girls to come to an understanding of the Christian faith as revealed in the Old and New Testaments, and interpreted in the "Basis of Union" of the Uniting Church in Australia.
- To enhance spiritual growth through the development of faith, so encouraging boys and girls and to make and maintain such a commitment to Jesus Christ and His teaching as would lead them to develop a mature Christian life.
- To help boys and girls to understand the oneness of all peoples which transcends cultural and economic, national and social boundaries that they may live and relate to others in a Christ-like manner.
- To develop in boys and girls an awareness of the importance of worship, and to encourage them to become involved in the life of a local parish.

2. Curriculum

- To maintain a challenging, thorough and well-balanced curriculum providing appropriate learning experiences for all students.
- To nurture both diligence and excellence in all endeavours.
- To seek constantly to offer the best in educational practice and facilities.

Academic: To assist boys and girls to acquire the capacity to think critically and communicate clearly, and to develop questioning minds motivated to the continued pursuit of learning.

Cultural: To encourage in boys and girls an appreciation of cultural pursuits such as music, art, drama, speech and debating, and to offer a variety of opportunities for boys and girls to participate, and to develop understanding and capabilities, in these fields.

Physical : To encourage boys and girls to value healthy lifestyles by the development of physical capacities through outdoor education, recreational pursuits, competitive demands and difficult challenges.

3. Personal Growth

- To assist boys and girls to develop an enthusiasm for life.
- To encourage understanding of, and interest in, the great issues of life.
- To expect of the whole school community honest and morally upright behaviour consistent with the School's commitment to Christian values.
- To encourage the development in boys and girls of self-esteem, self-discipline, a sense of responsibility and true leadership capacity.
- To encourage the development of teamwork so that boys and girls perform with selflessness and a recognition that each individual's contribution significantly affects the team.

4. Community

- To foster a spirit within the Wahroonga Prep School Community whereby Home and School may be mutually reinforcing in their care of young people.
- To encourage within the wider Wahroonga Prep School Community an active interest in, and support for, the Mission of the School.

5. Staffing

- To appoint high calibre staff who respect the Mission Statement and Aims of the School.

6. General Management

- To ensure that the School is effectively and efficiently managed.

7. Physical Infrastructure

- To ensure that the grounds, facilities and equipment meet the needs and the standards of the School's educational programs.

ROLE DESCRIPTION

Wahroonga Preparatory School is currently seeking a part-time (0.4) temporary Literacy Teacher At Wahroonga Preparatory School our teachers' work is guided by the values enunciated in the School's Mission Statement. Each Teacher at Wahroonga Preparatory School is inspired at all times by the highest ideals of collegiality and teamwork.

KEY SKILLS AND EXPERIENCE

- Teaching qualifications, as approved by the NSW Institute of Teachers
- Experience in teaching Pre-Kindergarten to Year 6.
- Experience in supporting students and teachers with literacy and program development
- Experience using Concord's Library management system Infiniti or similar program
- Experience with the organisation of a school library, including knowledge of the Dewey Decimal system
- Ability to empower other staff to integrate library resources with their teaching and learning
- A willingness to support the Christian ethos on which the School is founded

TEACHING AND LEARNING ENVIRONMENT

A Wahroonga Prep Teacher:

- Is conversant and up-to-date with the relevant teaching discipline and syllabus
- Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported
- Uses a variety of teaching strategies, recognising that students learn in a variety of ways: through independent study, directed learning and group involvement
- Recognises that students of mixed ability and from various backgrounds must be catered for
- Enables students to make good use of the resources available within the school and the community
- Embraces the use of advanced technologies and their application in classroom learning
- Maintains effective communication with Learning Support professionals regarding special learning needs of individual students
- Supports and espouses the values of the School in the teaching and learning environment and maintains a clean, tidy and healthy classroom
- Is aware of emergency procedures for students' safety, and specific safety procedures related to the subject or activities taught
- Shares explicitly with students a code of conduct which enables students to work productively in a fair environment
- Ensures good classroom management skills are maintained
- Ensures class rolls and attendance are strictly monitored

CURRICULUM

A Wahroonga Prep Teacher:

- Develops courses in harmony with the values and the educational purposes of the school and department / stage, and in co-operation with fellow teachers
- Is prepared to work in a collaborative environment, sharing and developing teaching resources with a departmental team
- Participates in regular review of courses
- In consultation with the Head of School plans a consistent, coherent and relevant learning program which fosters a purposeful progression in learning, and meets the specific needs of Wahroonga Prep students
- Keeps adequate records of courses and programs
- Actively engages students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students and the students themselves
- Considers the students' own experience to be a fundamental and especially valuable resource
- Where possible and appropriate, negotiates with students, giving them the opportunity to make choices and decisions, to take risks and to set their own goals

ASSESSMENT AND EVALUATION

A Wahroonga Prep Teacher:

- Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff
- As a member of a professional academic team, ensures that reports are neat, accurate, and meet deadlines

- Uses a range of assessment and evaluating techniques regularly and fairly
- Assesses and returns work promptly to students
- Encourages students to reflect on their work and the process they have gone through to achieve it
- Where appropriate, encourages students to set their own goals and evaluate their own outcomes
- Explains criteria for assessment to students in advance, so they can understand the relevance of the grade and comments, and use the information constructively in future work
- Pinpoints learner needs, conferring with specialist staff in the school, and liaising with parents if necessary
- Keeps adequate records of students' progress
- Proactively communicates with parents through the student diary, in written reports and in parent/teacher interviews
- Reflects student's learning in reports, recognising strengths and weaknesses and suggesting possible courses of action

POSITIVE EDUCATION

Within the Positive Education framework which has been adopted by the School, care of each individual is of paramount importance, and to this end all new staff are assigned to a House. Classroom Teachers at Wahroonga Prep assume general responsibility for the leadership and pastoral care of students in their class.

A Wahroonga Prep Teacher:

- Communicates with students, fellow staff and parents in a respectful, clear, caring and professional way
- Participates with others to create and run appropriate pastoral programs for students
- Establishes rapport with students and encourages them
- Participates in pastoral care retreats if required
- Provides Christian example and model by word and action for all boys and girls
- Maintains professional confidentiality on information about students
- Seeks advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate
- Is proactive in communicating with parents and responds promptly to parental calls or enquiries
- Supports fellow staff professionally in all areas of school life
- Keeps appropriate records
- Where there is a perceived danger to a student, communicates confidentially with the Head of School.

PROFESSIONAL DEVELOPMENT

A Wahroonga Prep Teacher;

- Keeps abreast of current developments in educational thinking, curricula and teaching practice, attends relevant professional development training and reports back to colleagues
- Acknowledges that all members of the School community, students and staff, are engaged in a process of lifelong learning
- Contributes to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
- Maintains professional accreditation with recognised professional associations including the NSW Institute of Teachers and the AIS

RELATED DUTIES

A Wahroonga Prep Teacher;

- Can be relied on to carry out supervisory duties as required, including active grounds duty and exam supervision
- Takes an active involvement in the general life of the school, and supports it formally and informally within and beyond the school
- Attends and participates wherever possible in all departmental, stage and general staff meetings
- Attends all lessons (unless prior arrangements have been made) and is punctual
- Carries out the administrative requirements associated with classroom teaching
- Dresses appropriately for a professional educator
- Demonstrates at all times a support of school rules in dealing with students
- Adheres to the specific requirements of the appropriate section of the school or department
- Attends parent/teacher interviews
- Attends Presentation days and Chapel services in the appropriate part of the school
- Attends and participates in Assemblies
- Is prepared to attend and participate in school camps, if required
- Attends and participates in relevant curriculum-based excursions

CO-CURRICULAR

There is an expectation that all teachers at Wahroonga Preparatory School will involve themselves in the co-curriculum activities offered to students at the School.

A Wahroonga Prep Teacher;

- Will give time to the School after school and/or on the weekends to fulfil their co-curricular obligations (sport and/or activity)
- In consultation with the Head of School plans a consistent, coherent and relevant program in their area of co-curricular activity
- Provides the appropriate duty of care and supervision to the students in their charge

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation