POSITION DESCRIPTION
Science Teacher

Position: Classroom Teacher of Science – Contract for 5 weeks

Immediate Supervisors: Director of Science

Subordinates: None

Award/Agreement: Independent Schools NSW (Teachers) Multi-Enterprise Agreement 2015-2017

Classification: Teacher

Release from Teaching: Refer to appropriate Head of School

The Position:

This is a contract position for 5 weeks commencing 6 March to 7 April 2017.

This position requires the ability to teach a combination of Years 7 to 10 Science, and Senior Biology and Chemistry.

The classroom teacher is responsible for creating a positive and disciplined learning environment:
- in the classroom
- in co-curricular activities
- in interacting informally with students.

In this way, each student is challenged to grow in knowledge and maturity, according to his/her potential, in all aspects of his/her life.

Areas of Responsibilities:

The classroom teacher is responsible for:

- Promoting the mission and ethos of the School through classroom prayer, participation in the liturgical life of the School, and modelling of appropriate standards of behaviour
- Maintaining a positive and effective learning environment through:
  - Well-prepared and varied lessons, which cater to the range of student abilities and interests
  - Setting of realistic and challenging academic standards of student performance
  - A challenging and realistic program of student homework
  - Prompt and comprehensive attention to student work submitted for marking and supervision
  - Demonstrating knowledge, competence and confidence in the relevant subject discipline
  - Demonstrating high levels of professionalism in all activities.
- Demonstrating commitment to teacher professional development through interest and attendance at appropriate in-service courses, commitment to a program of professional study and/or reading, and ongoing links with relevant Professional Associations including the New South Wales Institute of Teachers and the NSW Association of Independent Schools
- Providing data in relation to each student required for the School recording and reporting system
• Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the School Discipline Policy and Procedures and attention to rostered duties, e.g. yard supervision, examination supervision and excursions.

• Supporting the Director of Science and the Science Coordinator in the administration of each subject discipline including:
  ➢ Curriculum planning and development
  ➢ Writing programs and maintaining registers, as required
  ➢ Writing student academic reports per guidelines and within published time-frames
  ➢ Keeping abreast of statutory requirements in curriculum expressed by NESA and other professional bodies
  ➢ Implementing the Pastoral Care Policy and Program, in particular:
    o Building rapport with individual students
    o Encouraging the growth of self-esteem in each student
    o Identifying academic and personal issues which are impacting on the growth and development of each student
  ➢ Referring matters of concern in relation to students to the relevant Head of House
  ➢ Attending and participating in the co-curricular life of the School through the sporting and cultural calendar.

It is a requirement that teachers are loyal to the ethos of the School and will demonstrably enact School Policies and support the Principal and Senior Executive of the School.

**Workplace Health & Safety:**

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

• Read and understand all School Health and Safety regulations applying to their position
• Comply with standard working practices to ensure all work is performed in a safe manner the extent of their control over the work situation
• If within their authority to do so, take personal action to eliminate, avoid or minimise hazards which they are aware
• Comply with all workplace health and safety instructions
• Make proper use of relevant safety devices and personal protective equipment
• Seek information and advice where necessary before carrying out new or unfamiliar work
• Maintain dress standards appropriate for the work being done & wear uniforms if supplied
• Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment
• Bring to the attention of their immediate supervisor any sub-standard situation or procedure they observe.

**Performance Indicator:**

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

The duties and responsibilities of the teacher may vary from time to time at the discretion of the Principal.

_I have read and fully understand the contents of the Position Description._

Signed __________________________    Date __________________