



Inspiring girls to become extraordinary women

POSITION STATEMENT

Secondary School: Teacher of Mathematics

COLLEGE PURPOSE

Penrhos College is a Pre-K-12 day and boarding school for girls governed by a College Council appointed by the Uniting Church Synod of Western Australia. Our purpose is:

To inspire girls to become extraordinary women.

To inspire girls to become extraordinary women we are challenged to provide/be:

- Inspirational Staff
- Inspirational Student Experiences
- An Inspirational Environment
- An Inspirational and Enduring Community

The framework for achieving our purpose is a whole person model which engages the mind, heart, body and spirit of our students, staff, community and environment.

RELATIONSHIPS

Reports to:
Head of Department
Dean of Teaching and Learning (or delegate)

Interaction with groups – External:
Current parents / guardian
Various, specific to particular subject/year area

Interaction with groups – Internal:
Principal
Dean of Academic Administration
Dean of Cocurricular
Dean of Pastoral Care
Assistant Dean Positions
Counsellors
Chaplain
Heads of Department
Heads of Year

Head of Boarding
Careers Advisor
Learning Enhancement (Numeracy & Literacy)
Gifted Education Specialist
Other academic staff

KEY RESULT AREA AND RESPONSIBILITIES

KEY AREA: POLICY AND PROCEDURE

- To follow College policies and procedures located on the College portal
- To follow departmental procedures as directed by the Head of Department

KEY AREA: TEACHING AND LEARNING

- To plan, deliver and evaluate inspiring student experiences as identified in the Teaching and Learning Framework
- To collaborate with colleagues to produce programs of study for all assigned classes
- To plan differentiated lessons to engage students and meet their learning needs
- To source, develop, share and review teaching and learning resources
- To provide individualised assistance to students identified as requiring support/extension based on data provided by the classroom teacher and/or the Learning Enhancement Team

KEY AREA: ACADEMIC ADMINISTRATION

- To meet administrative deadlines as outlined in the College calendar and by the Head of Department
- To attend departmental meetings as organised by the Head of Department
- To attend team meetings as organised by the Team Coordinator
- To write and provide timely feedback on formative and summative assessments
- To ensure comparability of marking and assessments within common subject/courses
- To accurately record and secure assessment and reporting data according to College guidelines
- To provide timely feedback to students and parents/guardian (parent nights as per the College calendar and Academic Note/Letter of Commendation)
- Refer student academic concerns to Head of Department/Learning Enhancement/Dean/Assistant

KEY AREA: PROFESSIONAL DEVELOPMENT

- Self-monitor and achieve goals established during the RPD meeting with the Head of Department (and or the Subject Coordinator) to maintain a high level of teaching skills as outlined in the AITSL NPSFT and subject knowledge
- Undertake identified activities to maintain personal and/or professional growth appropriate to the individual and the College
- Report back on professional development activities undertaken as required

KEY AREA: DUTY OF CARE

“Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury.” *AISWA Duty of Care Policy 1105.doc*

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with the College’s OSH policy & relevant legislation including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

KEY AREA: PASTORAL CARE

A general classroom teacher should:

- Provide a high level of pastoral care for students at the College
- Develop and foster a positive relationship with students and the broader College community
- Monitor behavioural and academic performance of students within the teaching environment
- Refer student pastoral care concerns to Head of Year/Counsellor/Chaplain/Dean/Assistant
- Accurately record attendance data in Synergetic
- Provide ongoing subject specific support and/or counselling for students
- Maintain positive, professional relationships with parents/guardian

A form teacher should:

- Maintain a positive and nurturing form room environment
- Develop and foster a positive relationship with each student in the Form
- Implement age and developmentally appropriate activities and programs matching the specific needs of the students within the Form
- Refer student pastoral care concerns to Head of Year/Counsellor/Chaplain
- Attend all functions specific to the Form/Year group (in and out of normal school hours) as outlined on the College calendar or as determined by the Dean of Pastoral Care/Head of Year
- Write personalised and considered Form reports that demonstrate a familiar knowledge of each student within the Form
- Assist students to organise various age and developmentally appropriate Form events including fundraising, community service events and Chapel Services
- Attend student and staff Year meetings as required
- Attend Form Teacher Meetings
- Attend Pastoral periods & Chapel Services

KEY AREA: OTHER DUTIES

- Undertake other duties to support all of the above, including;
 - Reliefs for absent staff
 - Duties (recess, lunch, before/after school)
 - Meetings to do with student welfare
 - Staff development days
 - Staff meetings (general)
 - Speech Day/Night attendance
 - Attend Year Group functions
 - Required Co-curricular involvement (unpaid)
 - Ensure students uphold school standards
 - Administrative tasks associated with all of the above
- Undertake other duties as directed by the Principal

PENRHOS COLLEGE CORE SHARED VALUES

- To actively promote and support the College's values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.

- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of equal opportunity to ensure due respect is provided to all.
- To demonstrate a flexible approach to your work by undertaking other tasks to support all of the above.

CANDIDATE PROFILE AND SELECTION CRITERIA

Qualifications

Essential

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current Crimtrac Police Clearance.
- Current TRBWA Membership.
- Current Working with Children Card (WWC).

Experience

Essential

- Demonstrated excellence in teaching and learning at phases of development appropriate to secondary school students.
- Experience and the ability to teach Mathematics from Year 7 - 12 level
- Ability to teach ATAR Mathematics in Year 11 and 12
- Experience in teaching the WACE courses in Mathematics.
- Aware of the particular Curriculum Council syllabus documents and procedures for Mathematics subjects.
- Ability to integrate technology into teaching strategies
- Experience in the use of CAS Calculators

Skills/Attributes

Essential

- Ability and willingness to uphold and model the College values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Willingness to adhere to the expectations of the Penrhos College Teaching and Learning Framework
- Ability to integrate technology into curriculum delivery to provide opportunity for students to develop 21st Century Skills
- Awareness of the syllabus documents and procedures for Year 11 and Year 12 WACE courses set by Schools Curriculum and Standards Authority (previously known as Curriculum Council)
- Excellent understanding of the State/National Curriculum standards
- Ability to develop and maintain professional parent/guardian relations
- Ability to work cooperatively and collaboratively as a member of a team
- Knowledge of current educational trends
- Willingness and ability to coordinate and/or take part in Extra Curricular activities

Desirable

- In the case of Secondary School positions, the ability to work across Years 7–12
- In the case of Secondary School positions, the ability to teach across the various specialisations within a Learning Area
- Demonstrated commitment to professional learning, development and growth
- Willingness and ability to coordinate and/or take part in Co-curricular activities

AUTHORISATION

Prepared by: Human Resources and Teaching and Learning

Authorised by: Human Resources Manager

Approved by: Principal

Updated: February 2019

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.