



Inspiring girls to become extraordinary women

POSITION STATEMENT

Secondary School Health & Physical Education Teacher

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 (Up to 0.8 Curriculum component) through to Dean of Teaching & Learning
Dean of Co-Curricular (0.2 IGSSA component)

Informal report: Dean of Academic Administration

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

Interaction with groups – Internal:
Principal
Dean of Teaching & Learning (or delegate)
Dean of Pastoral Care (or delegate)
Dean of Academic Administration (or delegate)
Sports specific Coaches
Assistant Deans
Psychologists
Chaplain
Other academic staff

KEY RESULT AREA AND RESPONSIBILITIES

KEY RESPONSIBILITY: 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 as appropriate
- Coordination and support of the inclusion of activities that foster student interest in the Outdoor Education subject area e.g. excursions, competitions & guest speakers.

KEY RESPONSIBILITY: ACADEMIC ADMINISTRATION

- Meet administrative deadlines outlined in the College calendar and by the Head of Department
- Attend departmental meetings, briefings, Professional Development and sport specific training as organised by the Head of Department or the Dean of Co-Curricular
- Write and provide timely feedback on formative and summative assessments and IGSSA Awards
- Ensure comparability of marking and assessments within common subject/courses
- Accurately record and secure assessment and reporting data according to College guidelines
- 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 Deans

KEY RESPONSIBILITY: IGSSA (Independent Girls School Sporting Association)

The 0.2 IGSSA duties are broadly defined as three sessions per week, assigned as a team sport coordinator and coach. Typically for team sports, this would consist of coordinating one age group of one sport (Year 7/8, Junior, or Senior) each term, consisting of lead-up trials, one weekly training session, one competitive game coaching, plus one additional session to support the current IGSSA carnival sport in training (Swimming, Cross Country or Athletics).

The requirement and nature of the support for the IGSSA Carnival sport training session will be provided by the Carnival Sport Coordinator. The IGSSA carnival sport requirement will differ in each term and for each sport, and will be determined in conjunction with the Carnival Sport Coordinator to best support that carnival sport. Squad camps/race meets etc. may form part of the training season staff support.

Additional remuneration (*commensurate to Enterprise Agreement payment identified as Level B, pro rata*) and support will be provided for the staff member fulfilling a Carnival Sport Coordination role (Swimming, Cross Country and/or Athletics), including being removed from a team sport coordination role in the term of the carnival sport competition.

Additional IGSSA requirements for all staff are:

- All PE staff are to actively support the IGSSA Carnival squad at functions and events in addition to their active involvement in training. It is a requirement that all PE staff attend IGSSA Swimming and Athletics Carnivals. Cross Country attendance may be an expectation, depending on the number of staff required to attend.
- All staff are expected to attend at least one lead up rowing regatta, during each rowing season.
- Attendance at, and support for, all Marquee IGSSA Carnivals and events, where Penrhos are the hosting school

KEY RESPONSIBILITY: 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: 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 Australian Institute for Teaching and School Leadership (AITSL), National Professional Standards for Teachers (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 by the Dean of Teaching & Learning, Head of Department or the Dean of Co-Curricular.

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 form teacher should:

- Develop and foster a positive relationship with each student in the Form
- Maintain a positive and nurturing form room environment
- 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 Core Shared 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 cooperatively 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 and clear Crimtrac Police Clearance.
- Current TRBWA Membership.
- Current and clear Working with Children Card (WWC).
- Appropriate Driver's Licence to drive school coaster buses
- Current First Aid & CPR
- Current Surf Bronze Medallion

Experience

Essential

- A variety of teaching experiences across all Secondary school year levels within the relevant learning area/department and in fostering progressive educational values and principles.

Desirable

- Personal knowledge of and experiences in local Western Australian environments.
- Experience with risk-assessment and management for program activities.
- Additional experience indicative of a wider experience of society, cultures, or the international community.

Skills/Attributes

Essential

- Capable of teaching experientially and in de-briefing to foster learning opportunities.
- Commitment to the IGSSA Program, and Penrhos' full participation in events.
- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Leadership skills, initiative and drive.
- Management skills including:
 - High level of organisation skills
 - Ability to solve problems and make decisions under stress.
 - High level interpersonal and conflict resolution skills.
- Demonstrate a high degree of competence in extended expeditions in a wilderness setting.
- An excellent working knowledge of the Curriculum Framework and associated pedagogy for delivery of Curriculum.
- An outstanding ability to integrate Information Technology into the learning environment.
- A demonstrated excellence in teaching including pastoral care and a high level of subject knowledge.
- Understanding and support of the participant's right to challenge by choice.

- Willingness to support the
 - Educational ethos of the College
 - Christian ethos of the College
 - Co-curricular ethos of the College

Desirable:

- General management and coordination skills
- Budget preparation and management skills.
- Equipment maintenance skills
- Demonstrated commitment to professional learning, development and growth
- Willingness and ability to coordinate and/or take part in Co-curricular activities

AUTHORISATION

Prepared by: Manager Human Resources, Dean of Co-Curricular & Dean of Teaching & Learning

Authorised by: Principal

Approved by: Principal

Updated: September 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.