POSITION DESCRIPTION

Position name	**Humanities, Art and Film Making**
Employment Status	0.8 – semester 1 and currently 0.4 semester 2
Tenure	Contract position
Teaching load	0.8 semester 1 and currently 0.4 semester 2
Key Relationships	Reporting to the Heads of Humanities and Technology & Visual Arts, these role/s will need to maintain collaborative relationships with faculty staff, academic leaders, parents and external stakeholders

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Key Responsibility Areas:

1. Curriculum

- Teach students from Year 7 to 12, including Stage 1 and 2 Creative Arts - Film Making, Middle School Art and Humanities
- Prepare and submit programs each semester in line with faculty guidelines
- Develop programs which cater inclusively to all students, supporting those in need of support as well as those requiring extension
- Remain up to date with key local and national developments within the areas of the respective curriculums
- Participate in Outdoor Education programs and other offsite experiential learning activities

2. Assessment and Reporting

- Assess and report on student achievement in line with the College assessment policy
- Maintain accurate and comprehensive records of student performance and achievement
- Use a variety of assessment methods
- Provide relevant and meaningful feedback, regularly and promptly, to promote student learning
- Provide parents/caregivers with meaningful reports on student achievement

3. Teaching and Learning

- Provide sufficient enrichment activity that will support curricular programs to ensure achievement of our ambitious goals.
- Model exemplary teaching practice.
- Provide enrichment activities to support the academic program.
- Conduct formal parent interviews in accordance with the College schedule and other parent meetings as required or requested.
- Participate in the annual appraisal process, which includes students' surveys twice a year.
- Be an active participant in the College's Professional Learning Program.
- Feedback to be given continuously to students using the College Learning Management System.

4. General

- Contribute to the College's co-curricular program according to the Guidelines.
- Be a House Mentor if required.
- Attend all staff meetings.
- Be fully and actively involved in the life of the College, including community events, functions and promotional activities.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

5. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Experience related to the teaching of the above curriculum areas.

Essential qualifications, skills and knowledge

- A Bachelor's Degree or higher
- Registration to teach in South Australia
- Current Certificate in Reporting Abuse and Neglect – Education and Care.
- Provide First Aid Certificate
- If a recent graduate, please provide University reports.

Highly Desirable

- Proactive interest in innovative and emerging strategies and technologies.

Key Selection Criteria: Personal Attributes

- Proven ability to develop and maintain effective relationships with staff, students and parents from diverse backgrounds.
- Motivates and influences through communication and collaboration.
- A high degree of professional judgement and confidentiality.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.

- Demonstrated personal resilience, an ability to work in a demanding role, including work out of normal hours.

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Some out of hours and weekend work will be required.
- Successful applicant will be employed under the Scotch College Enterprise Agreement
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this document for reference. There will be other tasks, not described above, that may be given to this position from time-to-time.
All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.