



POSITION DESCRIPTION

Position name	English Teacher
Employment Status	Fixed term
Tenure	12-month replacement contract- starting Term 3 2024
Teaching load	1.0
Key Relationships	Reporting to the Head of English this role 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. Student Wellbeing

- Understand the developmental and wellbeing needs of adolescents
- Support the wellbeing and all-round development of students in an allocated mentor to ensure that they are known, nurtured, valued and challenged
- Promote high standards of student behaviour, and be active in managing behavioural issues in accordance with the College's policies and procedures

2. Curriculum

- Teach English from Year 8 to Stage 1
- 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 English curriculum
- Develop learning opportunities in line with capability assessment frameworks

3. *Teaching and Learning*

- Prepare and submit learning programs each semester in line with faculty guidelines
- Remain up to date with key local and national developments within the area of relevant curriculums
- Regularly review teaching and learning programs to identify opportunities to innovate in-line with the College's strategic plan
- Differentiate teaching and learning to cater inclusively to all students, supporting those students who require additional support as well as those students who require extension and enrichment
- Liaise with other staff as required to support students
- Model exemplary teaching practice
- Conduct formal parent-teacher interviews in accordance with the College schedule, and other parent meetings as requested or required
- Be an active participant in the College's professional learning program
- Use the College's Learning Management System (SEQTA) to provide continuous feedback to students
- Participate in the annual appraisal process, which includes students' surveys twice a year

4. *Cocurricular*

- Contribute to the College's cocurricular program by supervising a sporting, performing arts, or enrichment activity

5. *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

6. *General*

- Undertake two allocated yard-duties per week
- Attend all staff meetings, professional learning activities, and formal assemblies
- Be fully and actively involved in the life of the College, including community events, functions and promotional activities when required
- Undertake other duties as required
- Demonstrate a commitment to professional learning in relation to the requirements of this role

7. *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 English.

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.
- Experience teaching a SACE program
- Experience in SACE moderation/marking
- Experience in capabilities based assessment

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.