



**St Leonard's College**

# Teaching Staff

## Position Description

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<b>POSITION TITLE:</b>	<b>Primary Art Teacher</b>
<b>DATED:</b>	<b>March 2018</b>
<b>REPORTS TO:</b>	<b>Head of Junior School &amp; Head of Learning - Visual Arts</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Status

This is a permanent part time position, Full Time Equivalent (FTE) 0.8, commencing at a mutually agreed date as soon as practical.

Applicants, short-listed for an interview should bring some examples of work they have done with students to their interview in a photographic form.

As St Leonard's College is committed to the International Baccalaureate Primary Years Programme (IB PYP) this position will be of particular interest to teachers who have a genuine interest in innovation in primary education. Whilst knowledge of the IB PYP would be an advantage this is by no means a prerequisite as the successful candidate will receive extensive professional development in this area.

### The Position

The successful applicant must be a fully qualified Primary Art Teacher and must have experience and working knowledge in all areas of art media.

Teachers are expected to undertake supervisory duties before school, at recess, lunchtime and after school. They are also expected to be involved in cocurricular activities depending upon their particular skills and interests and to undertake pastoral care responsibility. With all of these tasks it is the practice of the school to share the responsibilities as evenly as possible across the staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend weekly staff meetings and other meetings for staff as arranged. There is also an expectation that all members of the teaching staff will attend the major school functions of the year. In addition, the art teacher will be expected to attend professional and social activities associated with the Primary section of the school.

### Areas of Responsibility

- to develop comprehensive and creative programs for the children
- to develop children's interests, abilities and coordination using creative activities in art
- to maintain a well-organised, harmonious and stimulating learning environment
- to provide a secure and well-disciplined classroom climate
- to actively promote the Arts through general displays and presentations exhibited throughout the school and at such occasions as the Arts festival and Student Led Conferences
- to maintain up-to-date records of children's progress preparing 'continuous on-line reports' for interviews and parents
- to maintain positive and open communication with staff and parents
- to regularly participate in activities to promote on-going Professional Learning
- to work as part of a team to build upon units of inquiry and collegiality

- to use computers to assist in lesson preparation, teaching and reporting
- to discuss students' progress and concerns with parents and administrators

### **The person**

The position will appeal to a person who is enthusiastic and committed to a holistic approach to primary education. The person will:

- be creative
- demonstrate initiative
- be reliable and punctual
- dress appropriately for a professional educator
- maintain an up-to-date planning documents
- demonstrate evidence of reflective thinking
- maintain confidentiality
- demonstrate flexibility in teaching
- carry out extra duties as required
- use observation as a basis for planning
- set objectives which are developmentally appropriate
- plan, taking into consideration the needs, interests and developmental stage of children e.g. cognitive, physical, social, emotional, language and perceptual needs as well as socio-economic, cultural and religious background of all children
- Liaise with the Learning Support Staff and Junior School counsellor to ensure individual needs are catered for
- Advise the Head of Junior School of any ongoing dissatisfaction or difficulties in any student's family.

The person will also listen actively and give appropriate responses to children and parents, demonstrate good interpersonal and negotiation skills, use developmentally appropriate management strategies, encourage cooperation between the children, motivate the children effectively, listen and respond to children's questions and answers, and support problem solving and independent thinking in children. As well as establishing positive relationships with all children, the successful candidate will be required to foster an understanding, respect and acceptance of families' beliefs and values, valuing parental contributions to the program and working as a team member.

### **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

### **Child Safety and Protection Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.