POSITION DESCRIPTION

TEACHER OF JAPANESE – PRIMARY SCHOOL

POSITION HOLDER:	Vacant
SECTION:	Primary
POSITION REPORTS TO:	Head of Primary School
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Appropriate level under The Friends' School (Teachers)Enterprise Agreement 2024
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Maximum-term
PERCENTAGE OF FULL-TIME:	100%

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- An understanding of Australian Curriculum trends and pathways coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- Teaching practices which align with The Friends' School's *Learning Principles*, *Learning Partnership Understanding a*nd *Purpose and Concerns*, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge of relevant curriculum and engaging pedagogy that is current and comprehensive.
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of Learning Areas if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic goals.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.

- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the *Expectations of Teachers* in The Friends' School Staff Handbook.

Specific Duties and Expectations of Primary School Language Teachers

- Implement the Primary Years Program of the IB, inclusive of the Australian Curriculum to students from Kindergarten to Year 6.
- Engage students in authentic and meaningful learning through an inquiry approach.
- Actively participate in planning and curriculum implementation for students in Kindergarten to Year 6 that are in keeping with the curriculum frameworks of the IB PYP, Australian Curriculum, the EYLF and guidelines of The Friends' School.
- Effectively assess and report on Learning Outcomes for students.
- Participate in a collaborative working environment with other Languages staff, specialists and classroom teachers.
- Participate in the pastoral care of all students.

Key Relationships

- Head of Primary School
- Deputy Head of Primary School – Early Learning - Year 1
- Deputy Head of Primary School – Years 2 - 6
- Primary Years Curriculum Leaders
- Administrative Staff
- Colleague Teachers
- Students
- Parents

Delegations

- Nil
  However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

SELECTION CRITERIA

The successful applicant will:

1. Have an understanding of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. Have a thorough knowledge of the Australian Languages Curriculum. Knowledge or experience of inquiry pedagogy and the International Baccalaureate Primary Years Program is desirable but not essential.
3. Have appropriate tertiary qualifications related to the role and be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.
4. Have the ability required to develop and deliver effective teaching and learning programs which are accessible to and engage all students.
5. Have the skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
6. Be willing to actively support additional commitments that promote Languages in the School.
7. Have excellent interpersonal and collaboration skills relevant to the profession.
8. Have the skills and disposition required to take responsibility for the effective pastoral care of students.
9. Participate in the co-curricular program of the School as required.
10. Have the ability to work safely in a school environment and be fit to carry out the duties of the position.
11. Show strong support for The Friends' School Purpose & Concerns, Learning Principles and Learning Partnership Understanding.
12. Must hold a current Tasmanian Working with Vulnerable People registration (employment), be fully vaccinated for COVID-19 and provide a National Police Check (less than 6 months old).

CONFIDENTIALITY

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: Date:

Signature: