

Reception Teacher

St Peter's Woodlands Grammar School

Job Specification

Summary and Purpose of Position and its Responsibilities

As a **Reception Teacher** at St Peter's Woodlands, you are accountable for the key responsibilities and duties listed below which have a clear learning, teaching and pastoral care focus. The fundamental role of the classroom teacher is to develop and implement the Australian Curriculum and PYP consistent with the School's philosophy, policies and practice. It is expected that you will respect and support the School's ethos, values, policies and procedures while working with loyalty and commitment. Within your role you will take ultimate responsibility for the learning and teaching program.

You will demonstrate a passion for teaching and have excellent interpersonal and communication skills and will be able to demonstrate enthusiasm, energy and have a thorough understanding of current practice and impeccable time management skills.

Role Accountability and Working Relationships

Whilst you are a member of the staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Principal through the Head of Early Years.

Terms and Conditions of Employment

- The level of remuneration and conditions are established by reference to the current St Peter's Woodlands Inc Enterprise Agreement 2020.
- This is a Band 1 position.
- You will be expected to work closely with class teachers within the Reception group to ensure there is strong pastoral care for the children in which the classrooms you work.

Role Description

Key Responsibilities / Duties

Teaching and Learning

- Conduct lessons that address individual differences and are thoroughly prepared and designed to engage and challenge students.
- Be inclusive of the diverse needs of learners and provide relevant and meaningful learning opportunities for all students, through the IEPs and PLPs.
- Provide constructive and meaningful verbal and written feedback to students and their parents/caregivers in ways that build confidence and encourages continued effort.
- Create a positive, organised, stimulating and safe learning environment.
- Incorporate the use of appropriate Information Communication Technologies (ICT) into learning programmes.
- Work collaboratively with all staff and specialist teachers in the planning of units.



- Accept responsibility for maintaining an atmosphere of mutual respect among students, parents and teachers.
- Provide opportunities for students to develop self-discipline, self-direction, self-regulation and a sense of responsibility to others.
- Demonstrate a willingness to actively support the Christian ethos of the school and to respect the rights, dignity and worth of all members of the school community, including the participation in Chapel services.

Curriculum and Resource Development

- Provide a flexible, dynamic 21st century learning environment with a focus on inquiry and conceptual understandings.
- Deliver the SPW curriculum to appropriate year levels in line with the expectations within the Curriculum Handbook.
- Ensure that lessons meet the Australian Curriculum requirements and the IB PYP principles.
- Contribute to the development of curriculum, teaching and assessment materials within the subject(s)/year levels taught.
- Collaborate with teachers and the PYP coordinator to develop and implement high quality units of inquiry in line with the requirements of the International Baccalaureate Primary Years' Program (PYP) and then to critically reflect on these.

Assessment and Reporting

- Use student data (including assessment and reporting processes) to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Assess student performance in a variety of ways, using a range of assessment instruments.
- Collect and maintain accurate and comprehensive records of student learning and achievement.
- Report effectively to parents and students.
- Upload student work on ICT platforms (i.e. SeeSaw).

General Administration

- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules.
- Attend and contribute to meetings for subject, admin and staff and parent-teacher meetings, school events, excursions, assemblies and services.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students.
- Act as a mentor for staff members as required.
- Log any correspondence and communications regarding parent meetings student behaviour and academics on iWise.

Interaction with the Wider Community

- Establish and maintain effective communication and working partnership with families to maximise student learning.
- Communicate with parents or guardians, students and colleagues in a professional and constructive manner in a climate of mutual respect.
- Work in partnership with all members of the community to ensure an optimum learning environment.
- Participate in School functions that are deemed to be part of a staff member's professional duties.
- Co-lead Year level Assemblies and Chapel Services.



Workplace Health and Safety

- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well of the health and safety of others who may be affected by your actions or omissions.

Additional Duties

- Actively and publicly promote and support the vision, ethos, values and strategic direction of the School.
- Maintain and safeguard the privacy of students and student records.
- Actively participate and engage in the school's performance development.
- Participate regularly in Professional Learning.
- Attend and participate in meetings according to school policy.
- Attend camps and excursions as directed.
- Provide a child safe environment in accordance with the child protection standards.
- Carry out professional duties, as circumstances may require, under reasonable direction of the Principal and/or of those to whom this responsibility has been delegated.

Person Specification

Essential Skills and Abilities

- Demonstrated passion, expertise and understanding of teaching and learning strategies.
- Demonstrated ability to deliver a dynamic, innovative and student focused program.
- Demonstrated ability to establish and maintain positive relationships with students, parents and staff in a respectful, caring and sensitive manner.
- Demonstrated ability to establish and maintain an effective classroom learning environment.
- Expert knowledge and understanding of the Australian Curriculum.
- Clear understanding of the place of inquiry in delivering an IB PYP Curriculum.
- Demonstrated ability to use appropriate behaviour management techniques with regard to the School's Behaviour Management Policy.
- Demonstrated knowledge of and use of a wide range of assessment strategies.
- Demonstrated ability to monitor student progress and provide relevant feedback as required.
- Demonstrated ability to use initiative and work within defined timelines.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work collaboratively as a member of a professional learning team.
- Demonstrated ability to embed ICT into the curriculum.

Essential Experience

- Experience working in a Primary School environment
- Experience and knowledge in the Science of Reading
- Experience working collaboratively with colleagues



Desirable Experience

- Have worked in an inquiry based Primary School environment.

Essential Qualification

- An appropriate Teaching qualification from a tertiary institution recognised by the South Australian Teachers Registration Board.
- Mandatory Notification Certificate or the willingness to undertake the same.
- Current Working with Children Check (WWCC) or the willingness to undertake the same.
- First Aid Certificate or the willingness to undertake the same.
- A willingness to contribute to the Christian ethos of the school.
- Covid-19 Vaccination Certificate

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

