

POSITION DESCRIPTION – PRIMARY TEACHER

Helena College is a non-religious, independent, co-educational school catering for students from Kindergarten to Year 12 in the Perth Hills, just 25kms from Perth City.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led, International Baccalaureate learning programme, in the primary and middle school years, and prepare students for ATAR and general pathways in Years 10 to 12.

We believe educating students extends beyond the classroom. We provide a holistic learning programme which includes Outdoor Education, camps, sports, arts, clubs and community projects, for students to develop the key cognitive, social and emotional skills they need to flourish and be active members of our broader community.

Helena College has a Child Protection Programme which is made up of rigorous work systems, practices, policies and procedures designed to maintain a child-safe environment within the College community. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.

Working at Helena College means you become part of a collaborative community with a commitment to core values and close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

Role Description

As a member of the College's curriculum team, the teacher will be responsible for delivering a quality primary teaching and learning programme and maintaining a safe, supportive and stimulating learning environment. The teacher will work in collaboration with the Head and Deputy Head of the Junior School, and Primary Years Programme (PYP) Coordinator.

Status	Full time - 1.0 FTE (Term 1 and 2 2022 LSL coverage)
Employment Conditions	In accordance with: Educational Services (Teachers) Award 2020 Helena College Council (Inc) Collective Agreement 2018 as varied and replaced from time to time
Salary Rate	Based on prior experience and qualifications
Effective Date	1 January 2022
Reporting to	Head of Junior School
Direct Reports	Nil

Duties

The Teacher will –

- Construct and deliver effective and inspiring inquiry programmes;
- Ensure adequate organisation and planning is implemented to achieve a positive learning environment;
- Communicate effectively and professionally, both orally and in writing, with students, parents, and other professionals on a regular basis;
- Demonstrate gains in student performance/achievement;
- Assist with diagnosing student learning difficulties;
- Engage students in a learning environment which optimises the use of computers and technology linked to the programmes;
- Prepare student reports within the required time frame and to College standards;
- Relay particular student matters to appropriate staff members including Deputy Head of Junior School and Head of Junior School, in accordance with College procedures;



- Maintain student attendance records through SEQTA;
- Engage in assemblies, co-curricular / camp activities, and excursions;
- Attend regularly and contribute at whole staff meetings;
- Undertake duty supervision in accordance with College Policies and procedures.

General Responsibilities

Teachers are required to –

- Promote the School Vision, Mission and Values;
- Create and develop positive student learning environment;
- Provide exemplary teaching practices and professional behaviour;
- Develop and maintain collegial communication, co-operation and collaboration with all members of the Department;
- Assist with the development, implementation and evaluation of appropriate curriculum programmes;
- Be open to new ideas in education and contribute to curriculum debate within the College;
- Comply with the College's Health and Safety Policy and procedures;
- Be responsible and accountable for continuing compliance to our Child Protection Programme whilst maintaining a contemporary knowledge of our policies and enact the policies at all times.

Selection Criteria - Essential

- Degree or equivalent in the appropriate discipline to teach primary.
- Current teacher registration and Working With Children Check.
- Ability to deliver inspiring programmes for students Years 1-5.
- Excellent lesson-planning and instructional skills.
- Advanced knowledge of Information and Communication Technology.
- Highly developed verbal and written communication skills.
- Comprehensive understanding of 'Duty of Care', placing a high value on Child Protection and wellbeing.
- Excellent interpersonal skills and organisational ability.
- Exposure to or an understanding of the IB PYP.
- Experience with the Apple operating platform.
- Commitment to quality pastoral care and whole person development of students.
- Willingness to engage in assemblies, extra-curricular activities, camps and excursions as an integral part of College life.
- Willingness and ability to apply the College's Vision, Mission and Values.

Helena College

Helena College has a strong and demonstrated commitment to teacher professional development, to ensure staff stay up-to-date with curriculum development and pedagogy related to their teaching practice.

The College

- Is an equal opportunity employer.
- Complies with the requirements of the Privacy Act.
- Has a strong commitment to OSH.
- Will not tolerate harassment of any kind.
- Has a no smoking policy.
- Expects a high standard of dress.
- Requires all staff to maintain a safe and tidy work area.
- Requires all staff to maintain effective class discipline and supervision to provide a safe and effective learning environment.
- Requires all staff to act in accordance with College Policies and the Staff Code of Conduct.