



International School of Western Australia

DUTY STATEMENT

Primary and Secondary Teacher

POSITION PURPOSE:

1. A Primary Teacher is directly responsible to the PYP Coordinator in Years K-6 for teaching, learning and curriculum matters. Years K-6 teachers are responsible to the Head of Primary for student well-being and discipline matters. The Head of Primary has overall responsibility for Primary School staff.

2. A Secondary Teacher is directly responsible to the MYP Coordinator in Years 7-10 and the DP/AP/HS Coordinators in Years 11-12 for teaching, learning and curriculum matters. Years 7-12 teachers are responsible to the Secondary School Deputies for student well-being and discipline matters. The Secondary School Deputies have overall responsibility for Secondary School staff.

Key Responsibilities

All teachers at ISWA are committed to the School's purpose, vision and Learner Profile.

1 Curriculum Preparation

- Prepare programs and course outlines which reflect the syllabus as outlined by the School Curriculum and Standards Authority, International Baccalaureate Organisation and Advanced Placement Program as directed by the Academic Coordinators in Primary and/or Secondary school.
- Develop appropriate lesson plans using suitable resources, including ICT resources.
- All documentation must be placed on SEQTA (Learning Management System) including daily lesson notes, outlines and programs in a timely manner and ensure that deadlines are adhered to.
- Participate in school-based curriculum development as required by the School.

2 Curriculum Delivery/Facilitation

- Have class contact for timetabled lessons for a maximum of 32 (40-45 minutes) periods per week (full time and pro-rated for part time). (Co-curricular activities are additional.)
- Teach classes as timetabled by the Primary and/or Secondary Deputy using varied and effective strategies appropriate to the Learning Area/course and catering for the individual needs of students (programs and daily lessons must be differentiated).
- Facilitate appropriate remediation and extension activities.
- Work with the learning support and/or ESL staff as required.
- Develop and carry out suitable formative and summative assessment strategies with students.
- Maintain effective, current and accurate electronic records of student academic progress, including monitoring and review of student progress.
- Assist students to develop organisational and study strategies and skills.
- Apply appropriate classroom management strategies in order to provide a positive and effective learning environment.



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- Undertake at least one co-curricular activity (outside of School hours) as determined by School priorities.
 - Participate in the School's camp program.

3 **Administration**

- Report informally and formally to students and parents using verbal and written communication through the use of the Student Diary, SEQTA, email, phone call, Parent-Teacher meeting/conferences, the School's reporting program and other appropriate means.
- Report on students informally and formally to the relevant academic coordinator and relevant deputy, as required.
- Carry out extra duties as required - for example grounds duty, internal relief, special School events, parent information meeting/conferences, School functions, staff meetings and Departmental meetings

4 **Student Wellbeing**

- Demonstrate care and concern for the spiritual, emotional, social and academic (holistic approach) development of students.
- Support the international ethos of the School.
- Communicate information about student wellbeing to parents, academic coordinators, classroom (Primary) or homeroom (Secondary) teachers, secondary deputies, deputy principal and Principal, as appropriate.
- Ensure all pastoral care concerns are forwarded and documented at the relevant Student-Well Being Committee meetings.
- Carry out home room as required in the Secondary School.
- Participate in House activities as required by the Head of House / Head of Sport /Deputies.
- Support all facets of the School's wellbeing programs, such as carnivals, Assemblies, House activities and camps.

5 **Staff Expectations**

- Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards and policies of the School.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Participate in all relevant School staff meetings and professional development opportunities.
- Maintain professional confidentiality concerning information about staff and/or students and school matters.
- Strive to implement productivity, quality and service improvements on a continual basis.
- Remain abreast of current educational trends through participation in and contribution to professional development activities and relevant professional organisations.
- Comply with Occupational Health and Safety requirements in the workplace.



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- Ensure that all documents are prepared and presented in a professional format in keeping with the School practice and that high standards of spelling, grammar and punctuation are maintained.
 - Operate as a ‘team player’ at all times and fully support the Principal, Management Team and activities of the School.

6 **Other Duties**

- On occasions, you may be directed to undertake other duties as required by the Management Team.

Note:

- The Academic Coordinators have an additional duty statement.
- Personalised duty statements for bespoke positions e.g. Head of Music
- The Deputies have an additional duty statement.
- Admin staff have individual duty statements (related to their role).

Duty Statement created by: Principal/Deputies	Date: 23 June 2016
To be reviewed: Principal/Deputies	Date: 23 June 2020
Authorised by: Principal	Date: 23 June 2016