

## Position Description

# Classroom Teacher (Pre-K to Year 6)

*Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K to Year 12), catering for individual interest and capacity.*

### OVERALL PURPOSE OF THE POSITION

Barker College is a non-selective comprehensive School that is committed to excellence and enrichment for all our students. Teachers are responsible for the implementation of quality teaching and learning programs that develop knowledge and skills along with appropriate learning attitudes. They foster the social and emotional development of each student in their class.

The School implements the International Baccalaureate Organisation PYP (Primary Years Program) with a focus on Inquiry Learning from Pre-K to Year 6. This is a framework for teaching and learning. It requires that teachers incorporate the outcomes from NESA Syllabus documents into the development of their units of inquiry.

Junior School teachers collaborate with teachers from the two NSW aboriginal campuses that Barker has established; Darkinjung Barker at Yarramalong (2016) and Ngarralingayil Barker at Wollombi (2020). Opportunities to incorporate indigenous culture and heritage into teaching and learning programs and activities are encouraged.

Classroom teachers are expected to support the implementation of inquiry pedagogy and experience in this area would be an advantage.

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### GENERAL DUTIES & RESPONSIBILITIES

Classroom teachers are required to:

- Teach their timetable allocation and are given adequate face to face release time whilst their students undertake specialist lessons. It is expected that teachers use this time for planning, marking and preparation.
- Work with their grade colleagues as well as specialist teachers to collaboratively plan teaching and learning units using the School's inquiry pedagogy.
- Undertake administrative responsibilities including the maintaining of records on student progress and achievement, preparing academic and pastoral reports, developing differentiated teaching programs and maintaining a teaching day book.
- Implement the School's student well-being and pastoral care procedures and practices.
- Conduct parent teacher interviews throughout the year as requested by parents and formally as designated by the School.
- Attend School functions and events as requested including (but not limited to)
  - parent information evenings, parent forums, end of year Celebration, concerts;
  - Barker Invitation Athletics carnival, House Swimming and Athletics;
  - Roles may be assigned to staff at these events to assist with their smooth operation.
- Provide supervisory cover above the normal teaching load as may be required from time to time for absent teachers.
- Undertake playground supervision as rostered.
- Attend Chapel services and Assemblies.
- Accompany their class on excursions in relation to School programs, including overnight excursions and camps.

- Attend staff meetings and participate in professional learning activities when scheduled:
  - Professional learning meetings are scheduled on Wednesday afternoons between 3:15pm and 4:30pm.
  - Additional professional learning activities and forums are held throughout the year and staff will be advised about their attendance.
- Undertake other duties as may be assigned from time to time by the Head of Junior School or members of the Junior School Executive team.

A Part-Time Teacher shall undertake the normal duties described above including pastoral care duties and co-curricular duties, as required by the School over the course of the term or year (0.6 FTE or above requires a co-curricular commitment equivalent to a full time staff member). The School will attempt to assist a Part-Time Teacher to meet these requirements by consulting with the Teacher regarding the timing of such commitments.

If a Part-Time Teacher is required to attend duties on a day they do not normally attend, and that attendance is in addition to their normal pro rata duties, the Teacher shall be paid for such attendance at the appropriate casual rate. As weekly Departmental staff member meetings are timetabled, it is expected that Part-Time Teachers will attend these, as well as attending School-designated Professional Development Training days and/or meetings as part of their pro rata duties.

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## **DUTIES FOR WHICH AN ADDITIONAL ALLOWANCE IS PAYABLE**

### **Co-curricular Activities and Sport**

- It is expected that teachers participate in co-curricular activities, including one season of Saturday sport, throughout the year.
- The normal duties of a teacher in this regard include attendance at Saturday morning sporting fixtures. Teachers will be required to coach, manage and/or umpire sporting teams and fixtures.
- Teachers may also be required to fill a position of responsibility for other Co-curricular activities including House Patron, Chess, Debating, IGNITE Program facilitator or Athletics Coaching.

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## **RELATIONSHIPS**

### ***The Head of Junior School***

Classroom teachers are responsible to the Head of Junior School for the overall aspects of his/her work.

### ***The Deputy Head of Junior School***

Classroom teachers work in collaboration with the Deputy Head of Junior School (Pre-K to Year 6) to ensure the effective administration of all matters relating to the Junior School. The Deputy Head is also responsible for the academic program and professional learning in the Junior School and works closely with teachers.

### ***The Director of Primary Curriculum***

The Director of Primary Curriculum is responsible for the academic program and professional learning in the Junior School and works closely with classroom teachers.

### ***The Director of Students (PreK to Year 6)***

Classroom teachers in PreK to Year 6 work in collaboration with the Director of Students to ensure the smooth operation of this section of the school and the pastoral care of students.

### ***The Director of JS Staff Operations and Student Admissions***

Classroom teachers work with the Director of JS Staff Operations and Student Admissions to ensure the smooth operation of the Junior School, especially around duties, class cover and leave requirements.

**Grade Coordinators**

Classroom teachers work in consultation with Grade Coordinators to ensure the smooth running of grade classes. They meet regularly to collaboratively plan effective teaching and learning and pastoral programs.

**Staff Members**

Classroom teachers work collegially with other teachers within the whole School (Pre-K to Year 12).

**Parents and the wider community.**

Classroom teachers represent the School in a positive and professional manner in accordance with the School's Mission, Vision and Values and Strategic Plan "Inspiring Global Hope".

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**SKILLS ESSENTIAL TO THE JOB**

- Experience and appropriate qualification in primary education Pre-K to Year 6
- An understanding of, and experience in, all NESA syllabus documents
- Excellence in classroom teaching
- Commitment to fostering the School's implementation of inquiry pedagogy
- Excellent ICT skills
- Commitment to developing a passion for learning in students
- A genuine care for, and understanding of, primary aged children

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**ESSENTIAL PERSONAL ATTRIBUTES**

- Outstanding interpersonal skills
- Exceptional personal standards of honesty, integrity and professionalism
- Ability to work as part of a team
- Strong motivation, influencing and team-building skills
- Commitment to the principles and practices of a learning organisation
- Initiative and flexibility
- Punctuality and reliability
- Enthusiasm and energy
- Commitment to the School's Mission, Vision and Values.

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**ACCOUNTABILITY****Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

**General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

**Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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**SPECIAL CONDITIONS**

- Prepared to undertake any additional training to compliment the position
  - Flexible working hours
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**QUALIFICATIONS REQUIRED**

- Bachelor of Education or equivalent in Primary Education
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**ORGANISATION CHART RELATIVE TO POSITION**

<b>The Supervisor's Supervisor:</b>	<b>The Head of Barker College</b>
<b>The Immediate Supervisor:</b>	<b>The Head of Junior School</b>
<b>This position:</b>	<b>Classroom Teacher (Pre-K to Year 6)</b>

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**APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Classroom Teacher (Pre-K to Year 6)**.

*Approved by the Head of Junior School in August 2023*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:** \_\_\_\_\_

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_



It is expected that all Junior School staff will participate in the School's sporting program as their co-curricular experience.

**One season of sport** (two terms)

However, with approval from the Coordinator of Co-curricular Activities/Deputy Head of Junior School there are **THREE** other ways that staff in the Junior School can fulfil their cocurricular commitments:

- 1** 4 terms of Year 3 - 6 Ignite across one year (one day per week) or equivalent (two days a week over one semester – approval required), or;
- 2** 4 terms of K - Year 2 Ignite across one year (one day per week) and two terms of Year 3-6 Ignite (one day per week), or;
- 3** Additional/Miscellaneous yearly roles, for example: Debating Coordinator, Chess Coordinator, Dance Co-ordinator, Dance Supervisors.

There is a Co-curricular Allowance associated with all of the cocurricular activities, commensurate with responsibility and time requirements.

There is a process to claim Co-curricular Allowances at the end of each School Term.

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### Additional Co-curricular Allowance

A single, annual co-curricular bonus payment of \$2000 is allocated to staff who undertake double co-curricular requirements across a year. This is in addition to the regular co-curricular payment.

The default for this allowance is one sport in addition to a second season of sport or any other second co-curricular commitment (outlined as items 1 - 3 above).

This allowance may also be available to staff carrying out a combination of any two co-curricular commitments (e.g. Chess Co-ordinator and Four terms of 3-6 Ignite); however, this arrangement would first need to be approved by Head of Junior School and/or Deputy Head Student Experience to receive this additional co-curricular allowance.

Staff in their first year of teaching are expected to only undertake one co-curricular activity. If they would like to do more, this first requires approval from the Head of Junior School or Deputy Head of Junior School.

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