

---

## **Role Description**

### **Senior School Teacher of History**

#### **Purpose and Outline of Role**

The Senior School Teacher of History is responsible for creating an engaging, productive and disciplined learning environment in which every student is equipped and encouraged to learn. The Teacher will continually reflect on and adjust their teaching practice and actively engage in professional learning.

All teachers at Queenwood are expected to contribute to the pastoral care programs and the wider life of the School, and the majority of teachers are required to act as Tutors within the School's pastoral care systems for which an additional allowance is payable.

The Senior School Teacher of History will have a demonstrated capacity to teach history, along with a second subject specialisation.

#### **Reporting Relationships**

The post-holder will report ultimately to the Principal and directly to the Head of History.

#### **Employment Basis**

This is a temporary position for Term 4, 2025, to provide cover for teaching staff on leave. The teaching load will range from 0.6 to 1.0 FTE and may be negotiable for the preferred candidate.

#### **Role Responsibilities**

- Plan, prepare and deliver instructional activities that facilitate active learning.
- Develop schemes of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests, and assignments in a timely manner.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required within regulatory frameworks and under School policies.
- Prepare required reports on students and activities.
- Manage student behaviour in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.

- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations.
- Participate in department and school meetings, parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- Attend meetings, training, school functions as required and perform regular duties such as playground duty, invigilation etc. Some of these may require attendance out of hours.
- Engage in an annual review and development process in alignment with the Australian Professional Teaching Standards in the spirit of ongoing professional learning.
- Participate in the School's outdoor education program during Camp Week.
- Contribute to departmental and School programs and activities beyond the curriculum.
- Perform such other duties as the Principal may from time to time direct.

### **Key Competencies**

- A deep love of history and the ability to foster in young people a love of historical investigation, interpretation and critical thinking.
- Outstanding command of English, especially written English
- Appropriate qualifications and eligibility to teach under the requirements of NSW law and School policy.
- Thorough knowledge of effective and relevant teaching strategies based on student characteristics.
- Strong understanding of NESA and IBO curriculum requirements and the ability to plan and deliver robust and stimulating teaching activities within well-structured programs.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Proficiency in a range of technologies to support teaching and professional duties.
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students.
- Commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.

### **Personal Attributes**

- A lively intellect with a strong interest in the life of the mind beyond the boundaries of externally imposed curricula.
- Deep commitment to the welfare of young people and the ability to relate warmly and confidently with adolescents.
- Collegial and flexible approach with a 'can do' attitude.
- Excellent written and oral communication skills.
- High level organisational and planning skills.
- Strong work ethic.
- Initiative, maturity of judgment, resilience.

## **Concluding Remarks**

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

## **Work, Health & Safety**

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

## **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

## **Applications**

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.