
Role Description

August 2025

Junior School Classroom Teacher

Purpose and Outline of Role

The Junior School Classroom Teacher is responsible for planning, preparing, and delivering high-quality programs across a range of key learning areas, with the ability to teach from Kindergarten to Year 6. The role also includes assessing and reporting on student progress, supporting student wellbeing, contributing to daily school operations, and actively participating in the co-curricular life of the School.

Reporting Relationships

The Junior School Classroom Teacher is ultimately responsible to the Principal and reports directly to the Head of Junior School. They will work closely with the Director of Curriculum (K–6), grade partner(s), and other staff involved in curriculum, differentiation, specialised learning (including high potential, gifted, and special education), as well as specialist subject teachers.

Employment Basis

This is a temporary full-time appointment for Term 4, 2025.

Role Responsibilities

Expectations

- Design and implement well-sequenced and rich teaching programs.
- Work with colleagues to write, review and improve programs.
- Use effective teaching strategies that meet the needs of all students.
- Manage and address discipline issues promptly, fairly and respectfully.
- Ensure students' wellbeing and safety, complying with school and regulatory requirements.
- Promote safe, responsible and ethical use of technology.
- Set and sustain high expectations for all students.
- Use a range of assessment strategies, both formal and informal
- Maintain accurate records of student achievement and provide timely and effective feedback to students, parents and colleagues. This includes but is not limited to writing School reports.
- Contribute to the School's culture of ongoing reflection and professional learning.
- Establish and maintain respectful and collaborative relationships with all stakeholders.
- Plan for opportunities for parents/carers to be involved in their children's learning.

Additional Responsibilities

- Be involved in school functions e.g. Parent Information Evenings and School events, as requested by the Principal or Head of Junior School
- Attend staff meetings and professional development days as required, both in and out of school hours.
- Complete all duties, including but not restricted to playground and relief duties.
- Be involved in the extra-curricular life of the school.
- Carry out any additional duties as directed by the Principal or Head of Junior School.

Key Competencies

- Four-year trained
- Experience in teaching across K-6 will be an advantage.
- High quality teaching skills which support improvement and progress within each KLA
- Ability to incorporate the use of technology in the classroom.
- Ability to design, implement and evaluate evidence-based curriculum in accordance with School and NSW NESA syllabus guidelines.
- Ability to plan programs which cater for the varying needs of students in all areas of their development, including those with identified learning difficulties, gifts and talents.
- Ability to create a positive, supportive and engaging classroom climate that meets not only the academic but also the social and emotional needs of all students.
- A keen interest in, and knowledge and understanding of contemporary issues in educational research.
- Commitment and active contribution to a broad range of school activities, including extra-curricular programs.

Personal Attributes

- Excellent written and oral communication skills.
- High level organisational and planning.
- Strong interpersonal skills and a flexible 'can do' approach.
- Ability to develop constructive and trusting relationships with students which engender positive attitudes to learning.
- High standard of professionalism and personal conduct consistent with the values and standards of Queenwood.
- Ability to show initiative and to be proactive.
- A demonstrated capacity to evaluate and critically reflect upon one's own professional practice.
- Ability and willingness to contribute positively to the wider life of the School.
- Commitment to upholding Queenwood's values and ethos.

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 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

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.