
Role Description

November 2025

Senior School Teacher of Personal Development, Health, and Physical Education (PDHPE)

Purpose and Outline of Role

As a valued member of our high-performing PDHPE Department, the Senior School Teacher of PDHPE will work collaboratively with the Head of PDHPE to deliver high-quality, engaging curriculum programs within a supportive and enthusiastic team.

This role calls for a passionate and adaptable educator who is committed to excellence in teaching and to fostering a vibrant culture of intellectual curiosity and engagement. The successful candidate will be a strong classroom practitioner who promotes student engagement, academic excellence, and a genuine love of learning.

A passion for, and experience in, teaching PDHPE is essential, and experience in teaching Health & Movement Science (HMS) is an advantage. The successful candidate will demonstrate a thorough knowledge of the curriculum, intellectual rigour, strong IT skills, collegiality, and the ability to extend and enrich students' learning.

The Senior School Teacher of PDHPE 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 refine their teaching practice and actively engage in professional learning.

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

The Senior School Teacher of PDHPE will be able to teach students in Years 7–12.

Reporting Relationships

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

Employment Basis

This is a temporary full-time appointment commencing in Term 1, 2026 for a term of up to 12 months, to replace a teacher who will be on parental leave. A full-time teaching load is typically 35 face-to-face periods per fortnight, with each period currently scheduled for one hour. The start date may be negotiated for the right 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
- Coordinate sporting events when required
- 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.
- Participate in the School's outdoor education program during Camp Week
- Contribute to departmental and School programs and activities beyond the curriculum
- Perform other duties as the Principal may from time to time direct

Key Competencies

- A deep love of personal develop, health and physical education and the ability to foster in young people a love of physical and social wellbeing and health.
- Experience in teaching Stage 6 in both the HSC and Preliminary course.
- Excellent written and verbal communication skills
- 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 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
- Thorough and contemporary knowledge and understanding of health issues pertinent to adolescent girls
- 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 gives 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

Applications should include:

- Working with Children Number
- 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 and hold a valid working with children clearance.

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.