
Role Description

November 2021

Senior School Teacher of English

Purpose and Outline of Role

The Teacher 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 his/her 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.

Reporting Relationships

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

Employment Basis

This is a part-time, 0.6 – 0.8 FTE, role commencing in Term 1 2022 until the end of Term 4 2022.

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 literature and the ability to foster in young people a love of reading and ideas; and 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 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

Applications

- Closing date for applications is Wednesday 8 December 2021 at 5:00pm; however, invitations to interview for this role may be extended prior to the closing date.
- Please note that Queenwood accepts only electronic applications, to be emailed to employment@queenwood.nsw.edu.au.
- Applications that are not accompanied by the Queenwood Application for Employment form, available on the Queenwood website Employment page, will not be considered.
- Please note that Queenwood does not accept un-solicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.
- Please note that if shortlisted for interview you will be required to provide proof of right to work in Australia for the duration of the appointment.
- Applications should include:
 - Your WWCC number as per regulations effective as of June 15 2013.
 - A PDF version of your Resume & Cover Letter addressing the criteria and position requirements outlined in the role description.
 - Your Email Address and Contact Number.
 - The Names and Phone Numbers of three Confidential Referees.

Please note that referees may be contacted immediately following interview; to assist with our decision-making process. In the event that you wish to receive a notification prior to this, please specify this in your application.