

POSITION DESCRIPTION

SHORE

Senior School Teacher

Position Title
Senior School Teacher

Department
Academic

Reports to
Head of Department

Location
North Sydney

Type of Employment
Part-Time, Permanent

Classification/Grade/Band
Sydney Church of England Grammar School Teachers Agreement 2025-2027

Reporting Relationships
Headmaster
Deputy Head Operations
Deputy Head Academic
Assistant Director of Studies Deputy Head Pastoral Care
Deputy Head Co-Curricular
Head of Learning and Teaching
Staff Professional Coordinator
Senior School Academic Administration Coordinator
Head of Library and Information Services
Head of Educational Services
Academic Deans
Housemasters
Teaching and related support staff Students

Shore Values and Vision

Shore's dynamic tradition is founded on authentic and transformative Christian faith, with emphases on engaged rigour in teaching and learning, integrity and respect in character, humility and compassion in service , faithfulness and commitment in community life, personal best in games and cocurricular activities. With this as its foundation, and within the terms of its charter, Shore seeks to be the leading comprehensive school in Australia.

Our priority has always been delivering the utmost excellence in teaching and learning and the student's character development in our care. Our motto, "they hand on the torch of life", keeps our focus on the future and inspires our community to continue building young people ready to succeed and serve.

Shore therefore fosters a learning community for its students and staff which:

- Promotes a Christian understanding of the world and society in which we live
- Pursues and celebrates academic performance in a culture of learning and thinking

- Challenges all to be responsible citizens with an attitude of service to others
- Welcomes new experience and learning at all stages of life
- Lives according to the Christ-like virtues of humility, perseverance, courage and love of others
- Develops individual gifts and talents and cultivates the habits of successful team membership.

Role Purpose

The role of Senior School Teacher is primarily responsible for lesson planning and preparation in accordance with the requirements of the relevant curriculum, delivery of classroom teaching in accordance with expected departmental quality, development and implementation of assessment tasks, marking and report preparation.

Our Senior School Teachers are responsible to their relevant subject Head of Department (HoD), and are expected to assist in implementing and progressing departmental goals as articulated from time- to-time (generally annually).

Role Responsibilities

Key Responsibilities

As a member of a subject department(s), Teachers in the Senior School are expected to:

- Exercise effective classroom management and implement the School's academic and disciplinary policies;
- Build and continuously improve their knowledge and understanding of their subject(s) specialisation and curriculum;
- Develop and maintain expert knowledge and practice of modern pedagogy and teaching philosophy;
- Develop professional and nurturing relationships with their students that foster curiosity, inspire learning and promote a safe and effective learning environment;
- Encourage a culture of curiosity, life-long learning and academic excellence amongst the School's students;
- Develop innovative, engaging and effective lesson plans, learning activities, assessment tools and content;
- Connect your teaching and learning to real world and in practice examples to enhance the relevance of the content, build meaning for our students and equip them to apply their academic achievements beyond their life at School;
- Collaborate with other staff, both within the department and more broadly, to promote knowledge sharing, support continuous improvement and enable a holistic approach to teaching and learning;
- Build trusting and collaborative relationships with student's Parents and Guardians, always keeping the best interests of the student front of mind and seeking to support their whole development beyond solely achieving in your subject.

Curriculum & Teaching

- Develop, maintain and implement an excellent understanding of pedagogy, curriculum and content
- Commitment to continuous improvement of teaching and learning strategies
- Develop and implement innovative and relevant class teaching plans and programmes
- Build and maintain respectful and constructive relationships with students that provide a platform to understand student developmental capacity, individual interests, learning style and enable targeted adaptive teaching approaches
- Participate in departmental reviews of programmes and practices;
- Maintain all NESA requirements in regard to course specifications, mandatory hours, assessment tasks, assessment criteria.

- To work in collaboration with the Educational Services Department to enable you to support your students with special needs with effective access to the curriculum and to ensure those students with particular gifts and talents in your classes are appropriately identified, supported and challenged
- To implement effective practices for the regular monitoring of student progress and academic standards
- Follow-up students' results and to ensure that students who fail to meet the assessment criteria are encouraged to renew themselves academically
- Embrace integrated, well-informed use of information and communication technology (ICT) within your classroom
- Participate in team teaching and proactively share resources and ideas with teaching colleagues
- Maintain a growth-mindset in regard to feedback and integrate development opportunities into professional development plans

Assessment and Reporting

- Implement valid, reliable and manageable assessment programmes for all classes
- Participate in the writing, production and marking of assessment and examination papers
- To determine grades and marks for students across all classes, including calibrating these within the department
- Adhere to the School's reporting schedules and report writing processes, including alignment with expected style and format, including the proof-reading of computerised comments
- To ensure that adequate records of student achievements are kept to provide information for accurate report marks and comments
- Prepare for and participate in parent guardian teacher interviews
- In consultation with Head of Department, proactively contact parents and guardians regarding subject performance and/or classroom behaviour as required. Work collaboratively with parents and guardians to support improvements

Professional Development

- Participate and contribute to regular departmental meetings
- Co-construct professional development goals with Head of Department
- Participate in relevant professional courses within and outside the School
- Participate in the reading of relevant and useful professional literature, as well as sharing these with teaching colleagues as appropriate
- Participate in formal annual coaching conversation with Head of Department, as well as follow-up informal coaching conversations throughout the year
- Attend all Staff Professional Development days

Classroom Management & Student Discipline

- Develop and maintain awareness of the goals, policies and routines of the department
- Participate in and contribute to ongoing development and review of practice
- Remain informed regarding subject specific developments and changes
- Use programmes and central registers effectively, ensuring these are up to date and accurate
- Participate and contribute in regular departmental meetings
- Contribute to the development and upkeep of book and stationery lists for each subject

- Work in collaboration with Head of Department, departmental colleagues and Housemasters to address student management and behavioural issues
- Develop and maintain a working understanding of the School's Workplace Health & Safety (WHS) policies, processes, practices and reporting requirements. Ensure own compliance with applicable requirements and reporting practices, including hazard and incident reporting. Take reasonable care for your own and other's safety at all times, including maintaining appropriate housekeeping and raising facilities requests as required in personal work spaces and classrooms
- Oversee the cleanliness and maintenance of the departmental teaching areas and maintain regular contact with cleaners and Maintenance Department
- Plan and participate in subject excursions, field trips, external bookings and use of guest speakers in collaboration with Head of Department
- Ensure that students are provided with accurate, relevant and unbiased subject information and guidance to support informed subject choices

Broader School Community

- Undertake coaching of at least one annual or two seasonal sports, including attendance at Saturday fixtures, and/or co-curricular activities
- Develop and maintain sport and/or relevant co-curricular skills, including participation in coach the coach or other similar skills development programmes offered by the School or external organisations
- Attend chapel services in line with teaching timetable availability
- Attend other School events (e.g. theatre productions) and maintain an active connection with the broader community

Selection Criteria

Essential

Qualifications

- Hold the requisite NSW Educational Standards Authority (NESA) approved teaching qualifications and accreditation

Knowledge and skills

- Teacher with an excellent understanding of the curriculum and academic needs of students, including those associated with a boarding environment
- Excellent interpersonal and communication skills, including the ability to communicate effectively with parents and guardians
- Proven planning and organisational skills to enable effective management of teaching, assessment, marking, reporting and other School event participation
- Outstanding written and verbal communication skills with strong attention to detail
- A proven ability to develop and maintain professional relationships with good judgement, across a broad and diverse range of internal and external stakeholders
- Willingness to engage in and meaningfully contribute to the broader life of the School, including co-curricular activities, sports coaching (including attendance at Saturday sports) and camps.

Professional Development

Maintain own professional development in order to ensure safe and current practice by:

- Continually developing both personally and professionally to meet the changing needs of career and industry actively participating in the Performance Management process as required;
- Evaluate own performance to identify strengths and areas where professional growth can occur;
- Actively participate in the Performance Management process as required;
- Actively participating in relevant professional bodies; and
- Attendance at professional development activities organised at the School and relevant external agencies to increase knowledge, experience and skills held.

Safeguarding Children and Young People

- Participate in Child Protection training and education as appropriate;
- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid 'working with children' documentation;
- Undergo periodic 'national criminal history record' checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Work Health and Safety

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards);
- Participating in WHS training and education as appropriate;
- Engaging with School policies and procedures around WHS

It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting. As a school we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.