



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Geography Teacher
Department:	Geography
Location:	Bellevue Hill
Reports to:	Head of the Geography and ultimately reports to the Principal
Functional Relationships:	Works with the Principal, Assistant Principal- Education, Director of Studies, Academic Administrator, Heads of Campus, Housemasters/Year Level Coordinators, Heads of Department, Students, Parents/Carers
Date Position Description Approved:	08 November 2023

Primary purpose of this role

Support the strategic directions of The Scots College through delivery of effective teaching and learning programs, fostering an inclusive and challenging learning environment and engaging with the school community within and beyond the classroom.

Key Tasks and Expected Outcomes

1. Leadership within the Geography Department
 - Be involved in the development and delivery of quality, excellence and rigour in teaching programs and practices within the department, including the implementation and management of:
 - Learning and teaching programs.
 - NESA compliance.
 - Academic policies and practices within the department, including assessment policies.
 - Resources.
 - Recognition of student achievement.
 - Be an active participant in the development of the Department as a learning community of the highest quality.
 - Keep up to date with current educational and curriculum developments.

2. Learning and Teaching

- Plan and implement coherent, well sequenced teaching and learning programs that engage and motivate students and promote learning
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students
- Demonstrated ability to lead curriculum and small team development
- Use effective verbal and non-verbal communication strategies to support student understanding, engagement and achievement
- Use assessment feedback to inform teaching practices
- Provide opportunities for students to develop understanding of and respect for a range of cultures including Aboriginal and Torres Strait Islander cultures
- Integrate ICT into teaching and learning programs
- Provide relevant opportunities for parent/carer involvement in the educative process
- Create inclusive, supportive learning environments
- Maintain workable routines in the classroom
- Manage challenging behaviour
- Expect a quest for excellence and demand appropriate outcomes from each boy
- Provide assistance and support in the development and ongoing evaluation of Special Needs, ESL and Gifted and Talented programs within relevant subject area(s)
- Use appropriate curriculum differentiation within relevant subject area(s)
- Monitor the academic progress of students within relevant subject area(s), and taking appropriate action in relation to students who are underachieving, in collaboration with the Head of Department, Head of Students and Year Level Coordinators

3. Assessment and Reporting

- Adhere to College assessment and reporting policies and practices
- Utilise feedback to continually improve learning and assessment practices
- Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning
- Prepare timely and meaningful feedback and reports and notifications to students and parents
- Prepare and participate in moderation activities to support consistent and comparable judgements of student learning
- Maintain clear records pertaining to student progress and assessment

4. Community Leadership of Co-Curricular

- Participate in the pastoral care program and organised activities
- Model a Christian example in all activities
- Communicate with students, colleagues and parents/carers in a respectful, clear, caring and professional way
- Establish rapport with students and provide ongoing encouragement
- Maintain professional confidentiality on information about students
- Seek advice, work cooperatively with and refer students to specialist staff where required
- Proactively communicate with parents/ carers
- Provide professional support to colleagues in all areas of College life
- Communicate confidentially with appropriate senior staff any issues of perceived danger to a student

5. Policy Implementation

- Contribute to and implement College policies and practices in a developmentally appropriate manner across the College
- Ensure students' wellbeing and safety within the school by implementing school, curriculum and legislative requirements
- Monitor and minimise risk through implementation of College risk management procedures
- Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching

- Support the Christian ethos of the College
 - Comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities, systems and the College
6. Co-curriculum and Sport
- Participate in co-curricular/sporting activities within and outside College hours
 - Plan and deliver a consistent, coherent and relevant program in the co-curricular/ sporting area in collaboration with the Director of Sport & Co-Curricular activities and Head of Students (7-12)
 - Provide the appropriate duty of care and supervision of students
7. Related Duties
- Participate in College functions including Speech days, parent/teacher evenings and personal development days
 - Carry out student supervisory duties as required e.g. ground duty, exam supervision
 - Communicate and work collaboratively with colleagues, parents and caregivers
8. Professional Development
- Set and implement individual work and professional development goals
 - Participate in the regular performance appraisal process of the College
 - Participate in professional development activities
 - Gather evidence and participate in accreditation processes
 - Meet regularly with a mentor as part of the performance appraisal and professional development practices of the College

Performance Review Conditions

The appointee to the position of Geography Teacher will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the Geography Teacher is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Geography Teacher will, from time to time, be asked to take on extra duties that are assigned by the Principal.