



# PERTH WALDORF SCHOOL

## Primary Class Teacher – Job Description

### **Primary Role**

The primary role of a teacher at Perth Waldorf School ( PWS) is to provide the best possible education and duty of care for each student in the light of the values and objectives of the school.

### **Nature of Role**

There are several main areas to the role of teacher at PWS. They are:

- Teaching practice
- Pastoral care
- Curriculum and resource development
- Professional development
- Co-curricular activities
- General, administrative and other activities

### **Responsibilities of the Position**

Professional responsibilities:

- Within the areas defined below, teachers are responsible for any PWS student assigned to their care.
- Teachers are responsible generally for the behavior and appearance standard of all PWS students.
- Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff of PWS.
- Teachers are expected to be open to and support the ethos of PWS.

### **Teaching Practice**

Teachers are expected to:

- Adhere to the Principles of Teaching and Learning as indicated by the Waldorf curriculum, the Australian Steiner Curriculum Framework and the Western Australian Curriculum framework.
- Promote an environment of dynamic, active and genuine learning.
- Employ a variety of effective teaching strategies to successfully implement the curriculum.
- Differentiate the curriculum to ensure the needs of all individuals in their classes are met.
- Give adequate time to lesson planning and organisation.
- Be aware of course requirements and their directions.
- Reflect on the effectiveness of their teaching.
- Keep accurate records of students' attendance, progress and assessment.
- Monitor each student and inform students of their progress.
- Maintain good communications with parents concerning the progress of their child.
- Attend Parent/Student/Teacher interviews.
- Submit lesson plans and records to the Primary School Coordinator, as required.
- Write formal academic reports that conform to School guidelines.
- Liaise with the appropriate support staff in the implementation of the curriculum (eg. Technicians, Teachers' Aides, Library Resource Centre, Learning Support Centre).

### **Pastoral Care**

Teachers are expected to:

- Participate in the school's pastoral care system as directed.
- Care for students in a way that reflects the PWS values.
- Be sensitive to students experiencing personal, social or organisational problems.
- Liaise with the Primary School Coordinator concerning class groups and individual members.
- Attend meetings when required.
- Attend all relevant school assemblies.
- Attend Parent/Teacher interviews, as required.
- Attend Parent Information and Orientation meetings, as required.
- Attend School organised activities.
- Lead Class Parent/Teacher evenings at least 1 x per term.
- Set individual Parent/Teacher meetings as required.

### **Curriculum and Resource Development**

Teachers are expected to:

- Participate in the creation, development and evaluation of curriculum within the departments in which teaching is undertaken.
- Be aware of existing resources including Learning Technologies and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum.

### **Professional Development**

Teachers are expected to:

- Keep up-to-date with curriculum and resource development in the teacher's area(s) of teaching.
- Have a commitment to learning and personal professional development in the teacher's area(s) of teaching.
- Maintain technology relevant to PWS.
- Attend appropriate seminars and courses and participate in subject or area association meetings as appropriate.
- Supervise student teachers and actively participate in their learning.
- Maintain relationships with professional associations (eg. Curriculum Council, AISWA).
- Comply with the Professional Review process used at PWS.

### **Co-curricular Activities**

Teachers are expected to:

- Fulfill co-curricular responsibilities as negotiated with the Primary School Coordinator
- Ensure that all activities are pursued in a manner consistent with the PWS Values.
- Provide leadership and instruction to participating students.
- Encourage students to be active participants in the co-curricular life of PWS.
- Keep accurate records of student attendance and performance within the co-curricular activity.
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that co-curricular activities are safe for student participation.
- Ensure the necessary equipment is available and cared for in an appropriate manner.

### **General, Administrative and Other Activities**

In addition to the normal load of a classroom teacher, teachers are expected to:

- Attend Assemblies.
- Attend meetings as required.
- Undertake playground and other supervision duties as required.
- Occasionally relieve other Teachers if required
- Participate in School camps as required.
- Attend Staff Planning and Professional Development Days.

Lesson time that has not been assigned to classroom teaching is provided for the purposes of lesson preparation, assessment of students' work and individual student counselling or tutoring.

### **Measures of Good Practice**

Teachers at PWS are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of good practice for a teacher include:

- Excellent and responsive relationships with students marked by mutual respect and professionalism.
- The provision of high quality curriculum.
- The provision of educational opportunities and activities which enable all students to achieve their highest potential.
- Excellent collegial relations.
- Mentoring of teachers new to PWS.
- Mentoring and coaching of teachers new to PWS and the profession.
- Regular participation in professional development courses and programmes.
- Effective involvement in the general pastoral care programmes and structures of the School.
- Effective participation in the co-curricular programmes of the School.

### **Collegial Relations**

Teachers at PWS are part of a large and complex staff structure in which all members, whether they be teachers or support staff, are regarded as having important and interdependent functions. Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff of PWS.

Teachers are responsible to:

- The College of Teachers for the pedagogical quality of their work with students;
- The Primary School Coordinator for day to day matters;
- The Primary School Coordinator for pastoral care within the school;
- The Primary School Coordinator for the development and implementation of curriculum.

### **External Relations**

Public relations (eg. Contact with the media, police) and contact with general external agencies is the responsibility of the Administrator or delegate.

### **Planning and Priorities**

Critical priorities for teaching terms are developed each year in various planning and other meetings.