

CLASSROOM TEACHERS JUNIOR SCHOOL YEARS 3 AND 4

Northholm Grammar School is a well resourced co-educational school which caters for students from Years 5 to 12. In 2010 we will extend our program to include Years 3 and 4. The program of study will be student-centred with an emphasis on teaching students to think critically, analyse information and solve problems.

To staff the additional classes we are seeking two talented and highly focussed teachers with proven ability to operate effectively within a team environment. The successful applicants must be student centred, dynamic, enthusiastic and collegial. They must have a commitment to ensuring students develop strong foundations in literacy and numeracy while still encouraging independent research through integrated programs of inquiry.

As the school is seeking to become a candidate school for the IBO Primary Years Program an understanding and commitment to the PYP curriculum framework is desirable.

All members of the School's staff are required to support the Christian ethos of the School and to actively participate in the co-curricular program.

For further information, please see our website: www.northholm.nsw.edu.au

Applications should include a curriculum vitae and the names and contact details of two confidential referees. Applications should be sent to:

The Principal Northholm Grammar School

Locked Bag 505 Galston NSW 2159

Fax: 9656 1512 Phone: 9656 2000

Email: jobapplications@northholm.nsw.edu.au

Applications close on Wednesday 11 November 2009

Applicants must satisfy Child Protection Legislation and will be subject to employment screening.



JUNIOR SCHOOL TEACHERS (Year 3 & 4)

DUTY STATEMENT

Junior School Teachers will work collaboratively with each other and with other staff as appropriate, but are responsible to the Principal

General Responsibilities

- To provide a vibrant, dynamic and innovative educational program for the children within his/her care.
- To provide all students in his/her care with opportunities to develop strong foundations in literacy and numeracy so that they can confidently engage with a range of independent learning experiences.

Specific responsibilities include:

1. PEDAGOGY AND RELATIONSHIPS

- providing a warm, supportive, nurturing, safe and stimulating environment for each child;
- building respectful relationships with all class members so that each child develops a strong sense of dignity and self-worth;
- developing and implementing a rigorous and exciting curriculum that is appropriate to the individual developmental needs and interests of each child;
- consulting with the children and other specialist staff in the development of learning experiences that are challenging, contextually relevant and fun;
- ensuring that the program of study meets the mandatory requirements of the NSW Board of Studies as well as the required elements of the Primary Years Program of the International Baccalaureate Organisation;
- observing and encouraging each child's individual development in ways that build confidence and instil a love of learning;
- encouraging high standards of achievement and expectations commensurate with each child's ability;
- reporting each student's progress in ways that are consistent, accurate and defensible using a variety of documentation including portfolios, photographs, video and work samples;
- sharing information about specific children and their families with other relevant staff in order to provide each child with the support necessary to maximise their progress and enjoyment in learning;
- maintaining appropriate standards of dress and behaviour and undertaking all duties in a professional manner.

2. COLLABORATION AND COMMUNICATION

- supporting the Principal and Senior staff in the management and running of the Junior School Centre;
- working in close collaboration with other staff in all aspects of School life;
- meeting regularly with teachers of other grades to ensure content, scope and sequence of learning and teaching programs are commensurate with the ability and interests of each child;
- attending and contributing to regular staff meetings in the interest of more effective practice;
- maintaining sound knowledge of current educational research and practice and sharing acquired information with other staff members;
- sharing each child's development with parents on a regular basis through both informal and formal meetings and other suitable practices;
- writing weekly classroom newsletters for parents and collate and develop a shared journal of weekly and daily events;
- attending and contributing to parent meetings/gatherings where required.
- seeking family involvement in developing and implementing the curriculum/program for the children in their class.
- ensuring that total confidentiality is maintained in regards to all matters related to the children, in their class, their families.

3. ADMINISTRATION AND GENERAL MANAGEMENT

- fulfilling any administrative tasks related to the children in your care including the monitoring of attendance and punctuality, uniform, home activities, discipline and courtesy;
- supervising Junior School children on bus lines as well as recess and lunch time as per rostered duties
- assisting with and attending activities and events at the Junior School which showcase the children's work and/or promote a sense of community.
- implementing practices which ensure that equipment and resources are maintained at an optimal level.

4. ENVIRONMENT

- creating a classroom environment which fosters inquiry and creativity, promotes higher order thinking and independence and welcomes the use of all five senses;
- implementing positive classroom practices so that each child can learn unimpeded by others;
- assisting other staff with all duties relating to the maintenance and appearance of the Year 3 and 4 facility being particularly mindful of safety, hygiene and cleanliness.
- participating in the creation and maintenance of a permaculture garden, fruit orchard and appropriate livestock, with the assistance of the Grounds and Maintenance team, Agriculture staff, the children and their parents.
- assisting with the setting up and packing away of the indoor and outdoor equipment for age appropriate activities .

5. OTHER DUTIES

- other duties as required by the Principal
- participating in an annual professional review and preparing an individual development plan, endorsed by the Principal;
- contributing actively to the establishment of a well-regarded Junior School.

SELECTION CRITERIA

Essential

- Relevant teaching qualifications supported by authorised transcripts
- A demonstrated ability to build warm, supportive, nurturing, safe and stimulating environment for young children
- High level inter-personal skills and the capacity to work collaboratively with professional colleagues.
- Outstanding written and communication skills
- Strong commitment and ability to establish sound foundations in literacy and numeracy for students with differing abilities
- Experience with and/or commitment to encouraging independent research through integrated programs of inquiry.
- An ability to work independently and to manage the responsibilities associated with the establishment of a new grade with a high degree of organisation and cooperation

Desirable

- Previous experience in the delivery of the Primary Years Program of the International Baccalaureate Organisation
- Specific expertise or interest in specialist areas eg Music, Science and Technology, the Arts