



## Duty Statement

Position	Early Childhood Teacher
Reports to	Head of Junior School
Type	Full-time or Part-time
Classification	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Last updated	June 2020

## Duties

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

### As a Group Teacher:

- demonstrate at all times active support of the School's aims, objectives, policies and rules, and at all times provide a model for learning and living;
- build a positive relationship with each child as an individual;
- create a learning environment which stimulates learning, promotes excellence and which accepts and acknowledges the needs of children to be both challenged and supported;
- use a variety of teaching, learning and assessment techniques to meet individual needs as far as is possible;
- make the best use of resources available;
- undertake all teaching duties in a professional manner including identification of child needs for assistance from the appropriate support personnel;
- keep an open dialogue with parents as to group activities, programs and expectations; and
- attend Chapel, Assemblies, special services and year level activities with the group.

### As a Provider of Pastoral Care:

- monitor the physical, social, emotional and educational development of each child;
- share explicitly with children the expectation of a code of conduct which enables all children to work productively and receive a fair share of teacher attention;
- be the first point of contact between families and the Centre and take appropriate action when contact is made;
- communicate in a clear, respectful and professional way in order to optimise each child's development;
- as appropriate, assist children to resolve problems; and
- consult with the Early Learning Centre Coordinator if problem warrants.

### Record Keeping and Reporting:

- maintain a weekly program outlining all activities undertaken by the group;
- conduct parent/teacher interviews regularly;
- keep complete and accurate records of each child's progress;
- write individual child Reports;
- refer parents' requests for child's leave to the Early Learning Centre Coordinator; and
- carry out administrative tasks thoroughly and punctually.

### **As a Member of Staff:**

- be thoroughly familiar with, and fulfil all duties in accordance with, School Policy;
- attend all staff meetings;
- be prepared to be involved in the wider life of the School especially co-curricular activities;
- attend school functions organised with School Board, Parents and Friends Association etc;
- model and reinforce school expectations and rules eg behaviour, uniform, punctuality;
- undertake playground duties with diligence, mindful of duty of care;
- in conjunction with other teachers continuously evaluate and modify planning in line with changing needs;
- maintain professional confidentiality on information about the children;
- be proficient in the use of IT as a teaching and administrative tool;
- communicate with and establish effective and co-operative working relationships with teaching and non-teaching colleagues;
- help enable the best use of shared resources; and
- be aware of expectations in regard to safety, both general, as in emergency procedures, and specific, as these relate to particular subjects and activities.

### **Professional Development of Self and Staff:**

- be prepared to continuously upgrade professional skills and knowledge;
- undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of children and the requirement of the curriculum;
- keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking; and
- contribute to the professional development of other staff members by sharing knowledge, ideas and resources.

### **Other Duties:**

- undertake such other duties as may be required by the Principal.

## **Essential Skills/ Experience**

- Bachelor of Education or Graduate Diploma in Education (Early Childhood)
- Registration with the ACT Teacher Quality Institute