



POSITION STATEMENT

SECONDARY SCHOOL TEACHER

CREATIVE ARTS & DESIGN – DESIGN & TECHNOLOGIES (TEXTILES)

ROLE PURPOSE

The POSITION is responsible:

- To plan and deliver inspiring student experiences as identified in the Teaching and Learning Framework.

KEY RESULT AREA: POLICY & PROCEDURE

- To follow College policies and procedures located on the College portal.
- To follow departmental procedures as directed by the Head of Department

KEY RESULT AREA: TEACHING & LEARNING

- To plan, deliver and evaluate inspiring student experiences as identified in the Teaching and Learning Framework
- To collaborate with colleagues to produce programs of study for all assigned classes.
- To plan differentiated lessons to engage students and meet their learning needs.
- To source, develop, share and review teaching and learning resources.
- To provide individualised assistance to students identified as requiring support/extension based on data provided by the classroom teacher and/or the Inclusive Education Team

KEY RESULT AREA: ACADEMIC ADMINISTRATION

- To meet administrative deadlines as outlined in the College calendar and by the Head of Department
- To attend departmental meetings as organised by the Head of Department
- To attend team meetings as organised by the Unit Co-ordinator
- To write and provide timely feedback on formative and summative assessments.
- To ensure comparability of marking and assessments within common subject/courses
- To accurately record and secure assessment and reporting data according to College guidelines
- To provide timely feedback to students and parents/guardian (parent nights as per the College calendar and Chronicles)

- Refer student academic concerns to Head of Department/Inclusive Education Team/Dean of Learning & Teaching

KEY RESULT AREA: PROFESSIONAL DEVELOPMENT

- Self-monitor and achieve goals established during the Active Reflection process to maintain a high level of teaching skills as outlined in the AITSL NPSFT and subject knowledge.
- Undertake identified activities to maintain personal and/or professional growth appropriate to the individual and the College.
- Report back on professional development activities undertaken as required

KEY RESULT AREA: PASTORAL CARE

A general classroom teacher should:

- Provide a high level of pastoral care for students at the College.
- Develop and foster a positive relationship with students and the broader College Community
- Monitor behavioural and academic performance of students within the teaching environment.
- Refer student pastoral care concerns to Head of Students/Counsellor/Chaplain/Dean of Students

Accurately record attendance data in Compass Provide ongoing subject specific support and/or counselling for students.

- Maintain positive, professional relationships with parents/guardian.

A form teacher should:

- Maintain a positive and nurturing form room environment.
- Develop and foster a positive relationship with each student in the Form.
- Implement age and developmentally appropriate activities and programs matching the specific needs of the students within the Form.
- Refer student pastoral care concerns to Head of Students/Counsellor/Chaplain
- Attend all functions specific to the Form/Year group (in and out of normal school hours) as outlined on the College calendar or as determined by the Dean of Students/Head of Students
- Write personalised and considered Form reports that demonstrate a familiar knowledge of each student within the Form.
- Assist students to organise various age and developmentally appropriate Form events including fundraising, community service events and Chapel Services
- Attend student and staff Year meetings as required.
- Attend Form Teacher Meetings
- Attend Pastoral periods & Chapel Services

KEY RESULT AREA: OTHER DUTIES

- Undertake other duties to support all of the above, including;
 - Reliefs for absent staff
 - Duties (recess, lunch, before/after school)
 - Meetings to do with student welfare.
 - Staff development days
 - Staff meetings (general)
 - Speech Day/Night attendance
 - Attend Year Group functions and camps.
 - Required Co-curricular involvement (unpaid)

- Ensure students uphold school standards.
- Administrative tasks associated with all of the above
- Undertake other duties as directed by the Principal.

KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

“Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury.” AISWA Duty of Care Policy 1105.doc.

KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College’s educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College’s needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand *that everyone plays a critical role* in preventing any forms of *sexual harassment on campus, not only for students, but of their colleagues as well*. A safe and respectful environment starts with all staff understanding their duties and ensure that their colleagues feel safe, and recognise that they are supported, protected and understand the reporting options.

SELECTION CRITERIA

QUALIFICATIONS:

Essential:

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current National Police Clearance, TRBWA Registration and Working with Children check (or the ability to obtain).

EXPERIENCE:

Essential:

- Demonstrated excellence and experience in teaching Year 7 to 12 Materials Design and Technology and other disciplines in Design Technologies
- Demonstrated ability to differentiate learning experiences to cater for the learning needs of all students.
- An academic record which demonstrates an ability to foster the girls’ personal best and the opportunity to achieve academic excellence.

SKILLS & ATTRIBUTES:

Essential:

- Ability and willingness to uphold and model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Willingness to adhere to the expectations of the Penrhos College Teaching and Learning Framework
- Ability to integrate technology into curriculum delivery to provide opportunity for students to develop 21st Century Skills
- Ability to collaborate in a dynamic and focused team who work together collaboratively to provide the best possible learning experiences for the students.
- Awareness of the syllabus documents and procedures for Year 11 and Year 12 WACE courses set by Schools Curriculum and Standards Authority
- Excellent understanding of the State/National Curriculum standards for Year 7 to 12
- Ability to develop and maintain professional parent/guardian relations.
- Knowledge of current educational trends.
- Willingness and ability to coordinate and/or take part in Extra Curricular activities.

Desirable

- The ability to teach across the various specialisations within a Learning Area across Years 7–12
- Demonstrated commitment to professional learning, development and growth.
- Willingness and ability to co-ordinate and/or take part in Co-Curricular activities.



AUTHORISATION

Prepared by:	People Services
Authorised by:	Principal & Director of People Services
Approved by:	Principal
Date:	March 2026

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.

