



POSITION DESCRIPTION

Westminster is an Early Learning to Year 12, coeducational day and boarding, Uniting Church school with a proud history and an exciting future. We commit to helping all students and staff achieve more than they thought possible through an adventurous education, which takes place anytime our students are challenged in their learning and when staff explore new opportunities to improve their profession. Since opening in 1961, Westminster's vibrant sense of community has shaped our welcoming, down-to-earth character, enriched by School values of being brave, humble, kind, authentic, resilient and curious

Position Name	Teacher
Area of School	Whole School
Employment Conditions	Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2024.
Key Relationships	On a day to day basis, teachers are responsible to the Head of School and the Deputies/Curriculum Leaders and collaborate with the School's teaching team. All Teachers are ultimately responsible to the Principal.

Position Objective:

A Teacher at Westminster shares primary responsibility for the quality of teaching and learning, assessment and reporting in the School. Teachers must have and maintain higher order knowledge in the disciplines taught, and in contemporary pedagogy. All teachers are expected to model life-long learning, be at the forefront of pedagogical practice and strive to be working towards the [HALT descriptors](#) of the Professional Teacher Standards. All Westminster Teachers are professionals who maintain the highest standards of preparation for teaching and learning, student management, personal presentation and punctuality.

Key Responsibilities:

All Teachers must be working at proficient level, as described by the Professional Teacher Standards, and demonstrate that they are working towards the HALT descriptors in their every-day practice.

1. Know students and how they learn:

- Differentiate teaching and learning activities to meet the specific learning needs of all students
- Ensure NCCD data is entered into the School's learning management system, as directed by the School.

2. Know the content and how to teach it:

- Plan and apply a high level of content knowledge and teaching strategies to develop engaging teaching activities, in line with the Westminster Teaching and Learning Framework
- Implement effective strategies to improve students' literacy and numeracy achievement and support the school to strive to continually improve performance in all standardised assessments.

3. Plan for and implement effective teaching and learning:

- Set explicit, challenging and achievable learning goals for all students
- Plan and organise content into coherent, well-sequenced learning and teaching programs in line with the Australian Curriculum and School curriculum documentation
- Integrate ICT in a relevant and meaningful way
- Create a productive and stimulating learning environment and employ a range of effective teaching strategies and resources which engage all learners
- Utilise the School's Learning Management System to enhance individual learning in line with the school's expectations for lesson preparation
- Assist students to become independent learners, critical and creative thinkers, and problem solvers
- All Teaching staff are expected to contribute to the Pastoral Care program as directed.

4. Create and maintain supportive and safe learning environments:

- Create a productive and stimulating learning environment and employ a range of effective teaching strategies and resources which engage all learners, as well as handling instances of non-compliance with the School's codes of behaviour and dress standards
- Comply with legislative, administrative and organisational requirements, policies and procedures.

5. Assess, provide feedback and report on student learning:

- Utilise the School's Learning Management System to provide timely feedback to students and parents regarding academic progress, in line with the school's expectations for assessment and reporting
- Abide by the School's assessment and deadline policy.

6. Engage in professional learning:

- Contribute to collegial discussions and planning to improve the learning outcomes for students
- Demonstrate open commitment to sharing good practice
- Identify and plan professional learning needs and engage in professional learning
- Seek constructive feedback to improve professional knowledge and practice of self and support others in doing the same.

7. Engage professionally with colleagues, parents/carers and the community:

- Meet professional ethics and responsibilities of the Teaching profession and follow the associated school policies
- Develop positive and professional relationships with students, parents and colleagues
- Be actively involved in co-curricular activities outside of class hours as agreed with the Head of Activities, which may include Saturday morning sports sessions
- Undertake yard duty and other supervisory duties in a committed and attentive manner
- Contribute to staff meetings, staff briefings, House meetings, year level/faculty meetings, other planning and interest groups and Professional Learning activities
- All employees are expected to contribute fully to the life of the School
- Other responsibilities commensurate with the position as the Principal may from time to time require.

Key Selection Criteria: Qualifications, Skills and Experience

- Relevant tertiary qualifications, with a specialty in Music
- Demonstrated passion for, and experience in teaching Music
- Ability to teach a range of instruments is highly desirable and advantageous
- High level of ICT skills, knowledge and effective incorporation into classroom practice
- To be working at least at proficient level, as described by the teacher professional standards, striving towards working at the HALT descriptors
- Regular and up-to-date professional knowledge and learning
- Involvement at relevant professional organisations.

Key Selection Criteria: Personal Qualities

- Enthusiastic, empathic, resilient and optimistic educator who enjoys motivating others
- A committed life-long learner who is open to feedback and strives to continually improve their practice
- Has a high level of organisational ability, is flexible and can prioritise and manage multiple demands in a fast-paced environment
- The capability to work co-operatively with students, staff and parents to produce the best learning outcomes for students
- Capable of thinking autonomously and uses initiative
- Highly developed communication and interpersonal skills which enable positive relationships to be built with managers, peers, staff, parents and students
- Demonstrates a high level of discretionary effort
- Can adjust to change and quick to respond to new situations
- Able to both successfully work independently, and collaboratively as part of a team
- Demonstrates a commitment to organisational values.

Safety and Wellbeing

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

Conditions of Employment

- All applicants must be eligible to work in Australia
- Teachers must have current registration with Teachers Registration Board of South Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Safety and Wellbeing policy which includes holding a current Working With Children Clearance
- All teaching staff must have completed current Provide First Aid training

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