



POSITION DESCRIPTION

SECONDARY MATHS, SCIENCE AND PHYSICAL EDUCATION TEACHER

“The thinker seeks the laws of phenomena, and strives to penetrate by thinking what he experiences by observing. Only when we have made the world-content into our thought-content do we again find the unity out of which we had separated ourselves. We shall see later that this goal can be reached only if the task of the research scientist is conceived at a much deeper level than is often the case.”

Rudolf Steiner

OVERVIEW OF THE SCHOOL

There are approximately 500 students ranging from Kindergarten to Class twelve. In addition, there are parent-run playgroups, adult education programs and teacher training (through the Melbourne Rudolf Steiner Seminar).

There are two Kindergartens named ‘Linden’ and ‘Peppercorn’. Approximately 28 children from the two kindergartens form each year’s Class 1, and the Class teacher remains with those children from Class one to Class eight. While the Class teacher takes the majority of the subjects in the curriculum for the first six years, there are specialist teachers for languages, handcraft, music, Eurythmy and physical education, and Outdoor Education teachers are involved in class camps each year.

When the students enter Class 7, the single stream of Class 6 is split into two groups. An intake of approximately 22 children from other schools builds each of the year 7 classes to a maximum of 26 students. At this stage the Class teachers are assisted by secondary teachers who join the classes as Guardians. Years seven and eight are, in a sense, transition years, as the students re-establish their groups to include their new colleagues, become accustomed to a high school timetable, and get used to being taught by subject teachers as well as their familiar class teacher.

From Year 9 the focus becomes subject-oriented and teachers work in their own specialties. The classes continue with their guardians, in most cases the class guardians are also subject teachers for those classes until the VCE years

POSITION

The VCE Maths & Secondary Science Teacher is a specialist teacher and will be responsible for the delivery of science and maths curriculum throughout the Secondary school.

AREA	Year 7 - 12
REPORTS TO	College of Teachers
ROLE LOCATION	213 Wonga Road, Warranwood, VIC
KEY ROLE RELATIONSHIPS	<ul style="list-style-type: none">• Students• VCE Coordinator• All Staff• Parents and the whole school community

POSITION SUMMARY

The Secondary School Teacher is accountable to the College of teachers in all aspects of the position and in the delivery of the academic program and is responsible for the holistic care and growth of the student. The position requires the effective coordination and care of students to whom the teacher is appointed to be a guardian. This includes mentoring, monitoring and actively engaging in the academic care and wellbeing of the student.

Teachers are in a unique position to enhance outcomes through the design of rich and meaningful learning experiences for students. The Secondary School Teacher works collaboratively with other teachers.

THE ROLE

Maths and Science are specialised teaching areas within our school. The position requires a highly skilled teacher who can engage and teach students in years 7-12 and provide additional whole-school support to the development and understanding of these subject areas within the Steiner curriculum. The Secondary Physical Education teaching areas within our school will be responsible for the delivery of the Physical Education and Sport program curriculum throughout the secondary school.

KEY RESPONSIBILITIES

- Teaching and Learning
 - The primary responsibility of the Science/Mathematics Teacher is to plan, coordinate, evaluate and implement the Science Mathematics programme for class 7-12 as allocated.
 - Have a thorough knowledge of your subject(s) and be prepared to extend this knowledge through professional learning and collaboration with colleagues.
 - Teach in a manner that is effective for engaged student learning and supports positive behaviour and inclusivity of all students.

- Develop knowledge and understanding of individual students to enhance their learning and connectedness to the school.
- Set and maintain clear behavioural and learning expectations for students and promote learning as a rich and lifelong experience.
 - Complete all requirements in relation to marking student work, assessment tasks and examinations and provide feedback in an effective, professional and timely manner.
 - Complete all academic and wellbeing reporting requirements in an accurate, timely and efficient manner.
 - Engage students in rich learning experiences that facilitate understanding, discovery, reflection and application.
 - Work out of an Anthroposophical understanding of child development, and where appropriate undertake study to develop deeper understanding.
 - Assessment of students' progress, individual and as a class
- Understand the processes to identify specific learning needs for individual students and work within policy guidelines to facilitate a differentiated approach that enables personalised education.
 - Keep adequate records including roll books, programmes of work, assessments and reports.
 - Monitor, Assess, and Report student learning.
 - Review and update curriculum documents on a regular basis.
 - Support colleagues in maintaining a positive and stimulating learning environment.
- Coordination, development and teaching within the Physical Education and Sport program.
- Foster student passion, interest and enjoyment in Physical Education and Sport with a participation focus.
- Work with members of the Physical Education facility to plan and deliver the classes.
- Liaise with the carnival convenor and assist with leadership of the carnival.
- Oversee all systems data entry into Operoo for consent/medical info and communicate clearly with parents and staff.

PASTORAL

Secondary teachers with FTE loading of 0.5 and above will be required to take on a guardianship role of a class, this will be shared with at least one other teacher and will follow the same student cohort throughout their schooling where possible.

Enact your Duty of Care for students and liaise with class teachers, guardians, and other colleagues and where appropriate parents, in matters pertaining to your subject area or the well-being of your guardianship class members.

- Help healthy development of harmonious social relationships:
- Student to student, Student to teacher/s, Teacher to parents
- Be available for consultation by parents
- Attend parent/teacher meetings where requested, and parent-teacher interviews.
- Care and maintenance of facilities and equipment belonging to that subject.
- Care of physical environment.
- Care of aesthetic environment; blackboard work, artistic presentation.

CLASSROOM PRACTICE

- Develop positive relationships with students to assist their understanding of classroom procedures and encourage an organised and safe approach to daily routine.
- Communicate regularly with colleagues to ensure that students are provided with appropriate, accurate and timely information.
- Ensure that roll marking procedures for attendance are fulfilled according to the school policy.
- Support the administrative needs of the school as required when preparing for programs and events outside the normal routine.
- Monitor the absentee rates of individual students and respond in line with school policy.
- Maintain accurate Records of Communication in relation to student issues and ensure the security and confidentiality of information.

PEOPLE AND CULTURE

- Uphold the values and expectations as described in the Staff Handbook
- Actively promote student engagement with the school values and expectations as described in the Staff Handbook.
- Enhance skills and knowledge through participation in professional learning that supports and advances best practice.
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise, providing constructive feedback, team-teaching and/or peer-coaching or mentoring.

- Conduct all communication with students, staff, parents and members of the school community and external entities in a professional and respectful manner.
- Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the school.
- Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

RISK AND COMPLIANCE

- Ensure that work undertaken is done within the policy of Risk Management and WHS practices;
- Meet the expectations for safety in the workplace and report potential risk
- Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- Be aware of students with health risks, such as anaphylaxis, and the appropriate management plans in place.
- Report directly to the child safety officer on any matters relating to child protection.
- Consistently adhere to school policies and procedures.
- Other Duties
- As well as teaching and guardianship duties the teacher will be required to take replacement classes where a timetabled class is cancelled, and “Extras” up to 10 per term pro rata, where they will fill in for an absent teacher.
- As the school is run by the teaching and staff body other administrative duties may arise. As the school does not have a hierarchical teaching system there are no leading teachers thus all teachers fill such roles as they are able. This may include, but is not limited to being part of interview panels when seeking new employees, speaking at parent teacher meetings or information mornings, attending camps,

POSITION REQUIRMENTS/CAPABILITIES

- Willingness to support the ethos and values of the school.
- Academic and teaching qualifications that meet the requirements of the Victorian Institute of Teaching.
- Experience in developing and enacting relevant and challenging learning experiences in support of academic and wellbeing objectives.
- Demonstrated ability to guide and support students at various stages of development.

- Develop and sustain quality professional relationships, using effective communication and interpersonal skills.
- The capacity to maintain accurate and complete records and effective administration and organisation of activities related to the role.
- Demonstrated commitment to continuous improvement.
- Ability to demonstrate professional conduct and discretion at all times.

ADMINISTRATION

- Initiate a meeting with each Class Teacher, to discuss and coordinate the Maths and/or Science program for the term in relation to overall Class plans.
- Attend school for the appropriate time equivalent according to the Letter of Appointment;
- Attend and participate in College and school meetings as requested.
- Participate in class study or child study meetings when requested.
- Attend and participate in class meetings as required.
- Be familiar with and maintain school policies.
- Participate in the school's evaluation process and be available for follow-up work if necessary.
- Participate in periodically reviewing the subject curriculum.

PROFESSIONAL DEVELOPMENT

The Secondary Teacher will seek and participate in continuing professional development which may be in the form of private study and group study work and will include input from workshops and conferences. Areas of importance are:

- Curriculum related
- Anthroposophical
- Child Development

CONFIDENTIALITY & PROFESSIONAL CONDUCT

The Maths/Science Teacher will strengthen parent and community confidence by working within professional guidelines and responsibilities at all times, with due consideration and awareness of issues of sensitivity and confidentiality, maintain good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues and students.

GENERAL DUTIES

The Maths/Science Teacher is required to proactively contribute to the nurturing and supportive environment of the whole school through willing participation in regular school responsibilities such

as playground duty, programme planning and evaluation, attendance at Class Meetings as required by class teachers, Participation in annual staff reviews, Attendance at curriculum days and other activities that support the Eurythmy program and the school as a whole.

HOURS

To be present at school during paid hours as per time fraction.

REMUNERATION

Melbourne Rudolf Steiner School recognises a Secondary teacher's full-time load as 23 x 45-minute teaching periods per week. The Maths/Science teacher will be paid a teacher's wage in accordance with their teaching level, experience and FTE loading.