



Westminster is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church school. We aspire to be the best school for an exceptional education, developing individuals of great character to achieve more than they thought possible. We want Westminster to have a world class reputation, renowned for a genuine focus on wellbeing, inspired by our values of kindness, resilience, mindfulness, curiosity, courageousness and inclusivity.

POSITION DESCRIPTION

Position name	Preparatory School Early Learning Centre (ELC) Teacher
Area of School	Preparatory School
Conditions of Employment	Westminster School Teaching Staff and School Assistants Enterprise Agreement 2017
Key Relationships	All teachers are responsible to the Principal. On a day to day basis, Preparatory School teachers are responsible to the Head of Preparatory School and work closely with the ELC Director and collaborate with the ELC team.

Position Overview:

All teachers at Westminster School have primary responsibility for the quality of teaching and learning in the School. The status of the teacher as a professional with high order knowledge in the disciplines taught underpins the duties ascribed.

Teachers at Westminster are highly professional persons who should indicate the highest standards of personal presentation, preparation for teaching and learning, punctuality and student management. The building of a positive relationship with students, parents and colleagues is an expectation. All staff members are expected to participate fully in the life and co-curricular activities of the School.

Key Responsibilities

- To maintain an ELC environment which is stimulating, focused and engaging, and which reflects the School's values and ethos.
- To effectively teach the prescribed curriculum using appropriate teaching and learning strategies.
- Keep abreast of any specific student needs and support these in the ELC.
- To assess student work and grade student performance accurately and promptly in line with agreed policies and procedures, and to moderate assessment tasks with other staff at their year level.
- To prepare reports on students leaving to go to school and use verbal and written communications to inform parents of their child's progress.

1. Curriculum involvement

- Keep abreast of trends and developments in pedagogy.
- Incorporate the essential knowledge and skills of the Early Years Learning and National Quality Frameworks into teaching and learning programs and align these with the Westminster framework.
- Integrate information and communication technology into the curriculum.
- Participate as a partner in planning, implementing and evaluating School policies relating to curriculum.
- Demonstrate and sustain a high level of professional knowledge.
- Provide opportunities for students to work in groups, individually or whole class.
- Cater for, and be inclusive of, the diverse needs of learners.

2. Management

- Assist with displays, special events and activities to support student learning.
- Maintain a safe and tidy work environment, including the immediate outside environs.
- Adhere to Early Years policies and standards

3. General

- Maintain positive relationships with students, parents and colleagues.
- Be proactive in ensuring the good order of the School and maintenance of the School property and facilities.
- To follow the principles and guidelines of the Behaviour Management Policy in working with students, as well as handling instances of non-compliance with School codes of behaviour and uniform.
- Undertake supervisory duties in a committed and attentive manner.
- Attend all staff briefings and Professional Learning activities as required.
- Contribute to staff meetings and other planning and interest groups.
- Participation in appropriate Preparatory School and whole-School community events.

Other Responsibilities

- All employees are expected to contribute fully to the life of the School, particularly with respect to sports supervision, outdoor education, House duties, Chapel, Assemblies and such other co-curricular activities as may be required.
- All teaching staff are expected to contribute to the Pastoral Care program.
- Other duties, as required by Principal, commensurate with the position.

Key Selection Criteria: Qualifications, Skills and Experience

- Bachelor of Early Childhood Education qualification
- Demonstrated passion for, and experience in, teaching ELC students
- Innovative and exemplary classroom practitioner with a proven record of student outcomes
- High level of ICT skills, knowledge and effective incorporation into classroom practice, including creative and confident use of an IWB.
- The capacity to cater for students with a range of abilities and learning styles within the ELC environment and to monitor, and respond to, student progress.
- The capability to work co-operatively with students, staff and parents to produce the best learning outcomes for students.
- Regular and up to date professional knowledge and learning
- Involvement at relevant professional organisations

Key Selection Criteria: Personal Qualities

- Enthusiastic, resilient and optimistic educator
- A high level of organisational ability: is flexible and can prioritise and manage multiple demands in a fast paced environment
- High level of communication skills
- Highly developed interpersonal skills which enable positive relationships to be built with managers, peers, staff, parents and students
- Able to successfully work independently, and collaboratively, as part of a team
- A commitment to lifelong learning and continuous improvement

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 (or be eligible to obtain) current registration with Teachers Registration Board of South Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Protection policy
- All teaching staff must have completed current First Aid training
- A 6 month probationary period applies to all teaching positions and positions of responsibility