



THE HUTCHINS SCHOOL

Position Description

Teacher

Reporting to:	Head of Faculty OR Head of School
Direct reports:	N/A
Full Time Equivalent (FTE):	1.0
Classification:	Paid in accordance with: • the Education Services (Teacher) Award 2020; and • The Hutchins School (Teachers) Enterprise Agreement 2022.
Role-specific check(s):	Tasmanian Registration to Work with Vulnerable People (RWVP) Health check and/or hearing test, as required and if requested
Role-specific resources:	Laptop

Background and context

The Hutchins School maintains a tradition of developing students prepared for today's world who are balanced in intellectual, spiritual, emotional, social and physical skills. This is achieved through a strong pastoral care and wellbeing program, with participation in and reflection on a Christian life, a modern curriculum and a vast range of co-curricular activities.

The role of the teacher is to provide the best possible education for students within their classroom, and to contribute to the pastoral care and co-curricular programs of the School.

Key Relationships

- Head of School
- Head of Faculty
- Deputy Headmaster/Head of Senior School
- Head of Teaching and Learning
- Parents/carers

Key accountabilities

- An ability to carry out curriculum planning; program design and implementation; including assessment and reporting with a focus on formative assessment techniques including the use of reflective practice with students.
- Recognise that 'off-class' teaching and learning opportunities contribute to the ongoing success of students.
- An ability to build and maintain positive relationships with all students recognizing the role of pastoral care in meeting all aims and objectives of the School, faculty and of the teaching program. In building relationships with students recognizing and participating with mixed abilities through the provision of a differentiated teaching and learning program. Support colleagues in fulfilling a rewarding education program for all our students.
- An ability to build and maintain positive relationships with all staff, contributing to faculty and individual professional learning requirements, leading and exercising initiative in embracing change in pedagogy, technology, teaching resources and new and innovative directions.
- Skills and understanding of design-based education, both from an aesthetic and process driven approach.
- Willing to work in the frameworks of the Australian Curriculum and the Tasmanian Assessment and Certification Courses (TASC Years 11-12).
- Experience with students undertaking design briefs and generating personal study portfolios.
- Recognition of the importance and capacity to hold a variety of skills with tools, equipment, technology and materials.
- Understanding the role Work Health and Safety plays in education and the workplace; supporting the faculty to meet its requirements.
- Implement all areas of the curriculum using current and effective teaching approaches and pedagogies.
- Work proactively within a collaborative teaching team.
- Develop, administer and compile assessment procedures to communicate to students and parents/carers. This includes the production of student portfolios, parent/carer information sessions, student work showcases, parent/carer interviews and reporting.
- Design a classroom environment that promotes curiosity, problem solving, creativity and is a model for positive social relationships.
- Closely monitor student progress in each subject area and maintain up to date student records on each student's learning.
- Facilitate appropriate individualized remediation and extension activities as required.
- Maintain positive and open relationships with our current families.
- Contribute to the development of a professional and supportive school culture. This entails attendance at briefings, meetings and professional development sessions and associated activities.
- Contribute to the co-curricular program and support other school activities such as carnivals, concerts, gatherings and team sport.

Students

- Setting standards of student behaviour, school uniform and the care of property and other resources.
- Pastoral care and disciplinary actions.

School environment

- Maintenance of the School's environment to enhance its aesthetic appeal and general tidiness.
- Commitment to the Anglican ethos of The Hutchins School.

Position Criteria

- Knowledge and experience in planning and delivering a curriculum that develops 21st century learning skills, with a particular emphasis on the areas of collaboration, creativity, critical thinking and communication.
- Knowledge of Australian Curriculum.
- Provide explicit teaching to ensure students have sound ICT skills to enable the use of devices in classrooms to focus on enhancing learning.
- Ability to evaluate the use of software to ensure it benefits student learning as students progress from Prep to Year 12.

Qualifications and Experience

- Willingness to teach students of various ages.
- Open to professional growth/development with curriculum disciplines and pedagogy.
- Exercise leadership, planning and running staff-based faculty specific activities.
- Ability to create and maintain an online teaching and learning space (LMS).
- Be a qualified teacher, registered to teach or be eligible to teach, within the State of Tasmania.
- Have the ability to develop and implement appropriate teaching strategies to facilitate student learning.
- Have the ability to take responsibility for the effective pastoral care of students.
- Demonstrated knowledge of the Australian Curriculum.
- Possess excellent written, oral and interpersonal skills and work effectively in a team setting.
- Have the ability to work both independently and co-operatively with other staff members.
- Possess a high level of ICT competency and an ability to adapt to emerging technologies.

Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) reporting policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.