Position Description

<table>
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<th>Position</th>
<th>Primary Teachers</th>
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<td>Commencement:</td>
<td>2017 Academic Year</td>
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<tr>
<td>Position Allocation:</td>
<td>Full time</td>
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<td>Reports to:</td>
<td>Head of Primary Years</td>
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Cornish College is recruiting talented and enthusiastic teachers for 2017.

We are looking for primary teachers who want to Make a Difference as part of a committed learning community in a growing independent school.

These positions will suit applicants who are confident working in a team teaching and inquiry driven program. As the College is an International Baccalaureate PYP school experience in this program would be a distinct advantage.

**Background**

Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland in Bangholme next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, the College offers programs from ELC to Year 12. Enrolments are growing at Cornish College with 615 students from ELC to Year 12 in 2016 and projected growth into 2017 of 690. The ELC program which is based upon the Reggio Emilia approach and the International Baccalaureate Primary Years Programme runs from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary sections of the College.

The College is committed to the safety and wellbeing of all children and all staff are expected to observe the College Code of Conduct.

We take an holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

**The Position**

The classroom teacher is responsible for the pastoral and academic progress of each individual student in their care. Teachers are expected to create a positive learning environment, actively engage children in the learning process and use a variety of teaching strategies to cater for learning styles and mixed abilities.

**The Person**

The position will appeal to a person who is enthusiastic and committed to Primary education. The person will:

- demonstrate initiative
- be reliable and punctual
- dress appropriately for a professional educator
- maintain an up-to-date work program
- demonstrate evidence of reflective thinking
- maintain confidentiality
- demonstrate flexibility in teaching
- carry out extra duties as required
- use observation as a basis for planning
- set objectives and formative assessment which are developmentally appropriate
- plan taking into consideration the needs, interests and developmental stage of children e.g. cognitive, physical, social, emotional, language and perceptual needs as well as socio-economic, cultural and religious background of all children.

*Updated: 5 August 2016*
Duties and Responsibilities

- Take an active part in the general life of the school and support it formally and informally within and beyond the school.
- Apply curriculum knowledge and effective teaching methods which facilitate successful student learning.
- Demonstrate essential teaching skills which include differentiation, inquiry, exposition, questioning, discussion, giving instructions and explanation.
- Strive to ensure participation of all students in the learning process.
- Create a productive and positive learning environment which stimulates learning and promotes excellence.
- Employ appropriate behaviour management strategies which ensure a safe, orderly and success-oriented learning environment.
- In dealings with students demonstrate a support of school rules at all times.
- To carry out the administrative requirements associated with classroom teaching and responsibility for a class.
- Keep abreast of current developments in educational thinking, curricula and teaching practice, including formal PYP training.
- Regularly assess using a variety of techniques and provide feedback on students' work.
- Maintain accurate records of student achievement.
- Contribute to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team.
- Follow curriculum documentation and develop and review curriculum in cooperation with fellow teachers.
- Plan with colleagues on a year, term and weekly basis.
- Collaboratively plan units of inquiry using a transdisciplinary approach.
- Liaise with specialist staff regarding the progress and needs of each child.
- Liaise with the Individual Needs Teacher and School Counsellor to ensure individual needs are catered for.
- Advise the Principal of any ongoing dissatisfaction or difficulties with any school family.
- Formally report student progress in mid-year and end of year written reports.

Applicants should note:

- Cornish College staff are expected to undertake supervisory duties before school, at recess, lunchtime and after school. They are also expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the school that staff will work collaboratively to share responsibilities as evenly as possible.
- All staff are expected to observe the College Code of Conduct and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- The College is committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
- The classroom teacher is responsible for the pastoral and academic progress of each individual student in their care. Teachers are expected to create a positive learning environment, actively engage children in the learning process and use a variety of teaching strategies to cater for learning styles and mixed abilities.
- All teachers are expected to attend weekly staff meetings and other meetings for staff as arranged. There is also an expectation that all members of the teaching staff will attend the major school functions of the year. In addition, the classroom teacher will be expected to attend professional and social activities associated with the College.
- Cornish College encourages extensive use of ICT as a learning tool and that all students are required to have their own personal computing device (iPads in Prep to Year 6 and a Mac laptop for secondary). As a consequence applicants will need to have a strong commitment to integrating to the use of ICT tools in their classes.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Updated: 5 August 2016
Qualifications and Experience

Applicants should be a trained Primary teacher with a Bachelor of Education or an equivalent four-year tertiary qualification. Experience and training in current literacy and numeracy approaches, inquiry based learning and the International Baccalaureate Primary Years Programme (PYP) would be highly regarded. All teachers at Cornish College must be registered with the Victorian Institute of Teaching. Further details of registration are available from the VIT, www.vit.vic.edu.au. Applicants should also quote their VIT registration number in their resume.

Applications

We are looking for applicants who possess:

- an understanding of and experience in inquiry based pedagogy
- a desire and proven ability to work in teams in and out of the classroom
- an outstanding record in building relationships with students, parents and staff

Other desirable experience and qualities include:

- knowledge of the International Baccalaureate Primary Years Programme and concept driven curriculum
- a commitment to improving the literacy and numeracy development of every student
- experience and belief in Restorative Practices
- a desire to Make A Difference in and beyond schools

Applications should include:

- a brief cover letter to the Principal
- a current resume addressing the Position Description and requirements, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicants professional work (or training) during the last five years
- supporting documents that address the above criteria

It is preferable that emailed applications be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of VIT Registration, transcripts of academic and teaching qualifications claimed.

Applications should be submitted by 5.00pm, Wednesday 17 August 2016 to:

Mrs Willeka Cox
Human Resources Manager
Cornish College
Email: employment@cornishcollege.vic.edu.au