



Ascham School



Casual Teacher – Senior School Position Description

Casual Teacher – Senior School

Department: Miscellaneous

Reports to: Head of Department

Job Description

Ascham values staff who demonstrate a positive and proactive approach to their work, with a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, professionalism and a good sense of humour.

As for our teachers, they are responsible for the intellectual development and wellbeing of their students. They do this by developing and delivering academic programs through the Dalton Plan, managing the administration of student assessment and results, and marking / record keeping. Ascham teachers also have a form class where they monitor the wellbeing of their students. In doing all of this, they contribute to the activities of their department and the School as a whole.

Our casual teachers are subject matter experts with experience in their practice, and able to step in for either half or full teaching days, or short blocks as required.

Core Job Role Accountabilities

Curriculum, Teaching and Learning Responsibilities

- Teaching within the Dalton Principles, *including Responsibility, Independence, Collaboration and Reflection*
- Writing, implementing and evaluating teaching programs and Dalton assignments
- Developing effective examination, testing and reporting procedures
- Developing and using an innovative curriculum via the school Learning Management System (CANVAS)
- Actively participating in the planning of curriculum, and writing of programs, scope and sequences, and resources
- Using formative and summative assessment to determine student progress
- Creating a stimulating classroom environment where students can flourish
- Monitoring and reporting on the progress of all students.
- Submitting marking, reports and results at a professional standard that demonstrate an understanding and knowledge of each student
- Marking work for students within one week of submission
- Planning and oversight of individual student and group academic needs and progress, including enrichment (extension) and enhancement (support)

General Responsibilities:

- Operating with professionalism / confidentiality, and responding to parent concerns in a timely manner
- Making professional judgements to solve complex problems without clear methods or procedures
- Setting and maintaining professional goals and standards, including participating in professional development / compliance training and keeping up to date with pedagogical and educational trends
- Assisting other members of the department and sharing resources.
- Assisting with the supervision of excursions after hours as required
- Positively and proactively contributing to the life of the School
- Ensuring compliance with the School's Code of Conduct, all other internal policies and procedures and health and safety laws and regulations.
- Other duties as directed by the Head of Department.

Mandatory requirements

- A tertiary qualification in teaching and accreditation with the NSW Education Standards Authority (NESA)
- Ability to differentiate for a diverse group of non-selective students and teach to the strengths of girls
- Ability to teach HSC levels.
- Demonstrated excellence in communication and writing skills.
- Proven ICT skills within an environment where students bring a personal device to school.
- Well-developed time management and organisational skills.
- Willingness to continue to develop as a teacher.
- A current First Aid and CPR Certificate.
- A valid Working with Children clearance.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	