



## Position Description Junior School Teacher

Kardinia International College is a K-12 non-denominational independent school located in Geelong, Victoria, Australia. With a student enrolment of above 1900, our College offers the IB Primary Years Programme to students in Years K-6, a vertical curriculum based Years 7-10 and both the IB Diploma Programme and the Victorian Certificate of Education to students in Years 11 and 12.

### Key role

The key role of a teacher at Kardinia is to effectively assess, plan and guide student progress to enable active engagement in all aspects of the College's program, while respecting the College's philosophy and values and embracing the expectations of teaching staff.

### Reporting line

A Junior School Teacher at Kardinia is accountable to the Head of Junior School. Teaching staff work under the guidance of either the Head of Early Years, Head of Upper Primary, Head of LDI and the PYP Coordinator.

### Teaching and Learning Practice

- Adheres to all requirements of the IB Primary Years Programme.
- Establishes and maintains a classroom atmosphere conducive to inquiry based learning.
- Applies a variety of teaching and learning strategies that take account of the range of student abilities and needs;
- Plans high quality learning experiences and presents curriculum in accordance with program requirements;
- Demonstrates the effective use of a variety of technologies to enhance learning;
- Sets clear, challenging and appropriate tasks for students;
- Creates a safe and positive learning environment;
- Communicates student management issues to the Head of Early Years/Upper Primary/LDI and Head of Junior School.

### Assessment and Reporting of Student Learning

- Maintains accurate and comprehensive records of student progress;
- Implements appropriate assessment and evaluation strategies;
- Provides clear and constructive feedback to students and parents/guardians;
- Adheres to the College's student reporting protocols in a timely manner.

### Professional expectations

- Works collaboratively with colleagues to improve student learning and College culture;
- Critically reflects on and evaluates own performance;
- Participates in regular internal and external professional development activities that improve outcomes for self and students;
- Accepts accountability for all aspects of professional practice;
- Keeps up to date with pedagogical developments;

- Informs Head of Early Years/Upper Primary/LDI of intended communication regarding parents, excursions and other learning group events;
- Encourages environmentally sound practice;
- Attends Junior School related activities beyond the teaching day as required, including regular staff and parent teacher meetings;
- Contributes to the Junior School's co-curricular program in accordance with the College Enterprise Agreement;
- Participates in experiential learning activities with students beyond the Junior School, including excursions and camps;
- Carries out all duties promptly and ethically;
- Adheres to the College's staff attendance and punctuality expectations.

### School and Community Involvement

- Demonstrates professional and effective communication with colleagues and parents;
- Is open to sharing ideas and resources to enhance teamwork;
- Makes an active contribution to the future planning and goals of the College.

### Competencies

All staff are expected to display competencies that align to the College's Four Cornerstones:

**Wisdom, Respect, Friendship  
Individuals as Life Long Learners**

**International Mindedness  
Technological Advancement**

### Teacher Registration

Teaching staff employed at Kardinia International College must be registered with the Victorian Institute of Teaching (VIT). Information regarding minimum qualifications and experience required for registration can be found on the VIT website [www.vit.vic.edu.au](http://www.vit.vic.edu.au)

### Protecting Children

All employees of Kardinia International College are expected to support the College's policies and procedures relating to the protection of children, including those compliant with the Victorian Child Safe legislation and the Reportable Conduct Scheme.