Pittwater House

POSITION DESCRIPTION

TITLE	Languages Teacher
REPORTS TO	Principal via Deputy Principal Faculty Coordinator
NATURE OF EMPLOYMENT	Term 4, 2026. Temporary, 0.6 load.

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Heads of School
3. Director of Studies
4. Director of Teaching and Learning
5. Faculty Coordinator
6. Coordinator of Diverse Learning
7. Staff
8. Parents

Philosophy

The care of, and interest in, the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Understanding each student's needs is a core aim of Pittwater House Schooling.

Providing students with an academic, relevant, global, 21st-century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and Integrity is one of the Pittwater House HEROIC Core Values and should be reflected in staff attitudes and actions across all areas of the School. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, staff are expected to protect the high standard and reputation of the School and act in accordance with relevant laws.

Child Protection

Pittwater House is a child safe environment. The safety, protection and wellbeing of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the National Principles for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or upon request.

ESSENTIAL CRITERIA

General expectations for staff at Pittwater House

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence, and differentiates for the needs of all students. They will:

1. Have appropriate qualifications in education and be registered and compliant with NESA requirements.
2. For full-time Senior School Teachers, teach up to 45 periods per fortnight for face-to-face classes.
3. Maintain a valid Working with Children Check approval number.
4. Have academic mastery of the subject content they teach.
5. Have proven skills in programming, lesson planning, assessment and reporting strategies.
6. Be reflective teachers, continually seeking feedback and learning opportunities.
7. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning.
8. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes.
9. Be skilled in classroom management and administration.
10. Understand the need to provide effective feedback to students in order to improve their understanding and learning.
11. Maintain effective communication with colleagues, Heads of School and parents.
12. Be active users of the School's e-learning platform to support learning and communication.
13. Assess and return work promptly to students with adequate feedback.
14. Be available for faculty and staff professional learning, before and after school, where required.
15. Serve as good ambassadors of the School, including conducting themselves in accordance with the professional standards of the School, being well-groomed and wearing appropriate professional attire.
16. Take an active interest in the general life of the School, supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of the School and promote a high quality of education within it.
17. Maintain professional confidentiality concerning information about staff, students and their families.
18. Act as members of a team, developing and supporting the philosophy and ethos of the team.
19. Ensure that all documents are prepared and presented in accordance with the School's Style Guide.
20. Attend and participate in assemblies where directed.

21. Undertake other roles as determined by the Principal.

Pastoral and Co-curricular Duties

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they may:

1. Be allocated a Form Class each year.
2. Be responsible for attendance and following up on attendance issues.
3. Promote pastoral care and student leadership.
4. Report directly to the Head of the Grammar School or Girls' College for pastoral matters.
5. Be involved in the pastoral or leadership annual camp, which may involve participation in camps of up to four nights.
6. Maintain and run the pastoral program in the allocated Form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and at other times when required.
9. Provide appropriate administration and supervision during these activities, where required.

Variations

Pittwater House is a modern working environment that requires staff to respond with agility to a changing educational context and the needs of our school community. The role description may be varied at any time to meet the changing needs of the School. In such cases, reasonable notice will be given before any variation takes effect.

Performance:

The successful applicant's performance will be reviewed on an ongoing basis in accordance with the NESA Teaching Standards and the School's Code of Conduct.