



## Position Description

Position Details	
Position Title: Primary Teacher/Literacy & Numeracy Specialist	Year: 2024
Faculty/Department: Primary School	
Reports To: Head of Primary	Direct Reports: Nil
Background Information - Qualifications	
Undergraduate:	Diploma of Education / Bachelor of Education
Postgraduate:	Master of Education (Not Essential)
Other:	NESA Provisional Accredited Teacher (or Higher)
William Clarke College Overview & Purpose Statement	
<p>William Clarke College is a P-12, independent, Anglican College and is committed to being a Christ-centred community that develops extraordinary learners with a passion to serve others. Established in 1988, William Clarke College is located in the heart Kellyville with an enrolment of approximately 1800 students and plans for future expansion.</p> <p>The College is committed to enhancing the expertise of our teachers, placing a strong focus on individual professional development and seeks to provide leadership opportunities for our staff. We are a vibrant community that values passionate and committed teachers who engage and challenge their students as Extraordinary Learners to pursue exceptional growth in Christian Character, Enterprise Skills and Academic Mastery.</p> <p>We are a Christ-centred community that seeks to develop extraordinary learners with a passion to serve others. This statement is intrinsically based upon the belief that Christ is the key to unlocking wisdom that gives us all deep understanding and purpose in life.</p>	
Working for William Clarke College	
<p>William Clarke College is a collaborative and professional learning community. In developing extraordinary learners, William Clarke College students are highly engaged. They are intelligent, kind, creative and talented. Importantly, we are committed to working in partnership with our parents/carers so that ultimately, all students flourish and pursue their God given gifts.</p> <p>Our staff are made up of over 250 professionals. They make William Clarke College a great place to work. Whether working as part of a team of support staff, behind the scenes or teaching in the classroom, William Clarke College staff are highly relational, collaborative and committed to the College's purpose.</p> <p>The College is committed to enhancing the expertise of our staff, placing a strong focus on individual professional development and seeks to provide leadership opportunities. The College has a unique and vibrant staff culture, with a strong focus on character, innovation and lifelong learning. Each of these focus areas is in response to Christ our Wisdom, which compels us as a Christ-centred community to pursue exceptional outcomes in all we do.</p>	

## William Clarke College Cultural Framework

The A.R.T of Freedom Cultural Framework brings together three core, overarching values for our community. That is, as an organisation, William Clarke College is committed to being Authentic, Relational and Transformative.

In building a culture that is Authentic, Relational and Transformative, our goal is to enable individuals to know, understand and embrace the true freedom that comes from knowing Christ. Our community are encouraged to consider and embed the following aspects of A.R.T in the ways they work and interact with others. With Christ our Wisdom, we are free to be Authentic, Relational and Transformative.

Our staff are encouraged to consider and embed A.R.T in the ways they work and interact with others.

### The A.R.T of Freedom

With Christ our wisdom we are free to be...

**Authentic** – *We champion integrity and wholehearted endeavour*

**Relational** – *We foster trust and collaboration in a community where each individual belongs and is known*

**Transformative** – *We pursue substantial growth and embrace Christ's 'upside down' wisdom in all we do*

### Role Purpose

As Primary Teacher/Literacy & Numeracy Specialist (LANs), you will be responsible for delivering quality teaching and learning experiences and targeted instruction for students in key foundational areas across the Primary School that develop them as 'extraordinary learners', with a passion to serve others.

### Key Responsibilities

- Deliver quality teaching and learning experiences for students that develop deep understanding through exploring the 'big ideas' inherent in and across subject areas
- Build learning relationships through employing restorative practices
- Display a commitment to continued professional growth through self-reflection and further learning
- Work across the Primary School in small groups leading learning in the areas of literacy and numeracy
- Drive and lead reflection on student learning and instigate data-informed changes on year levels
- Work with the Director of Teaching and Learning (P – 6) to strategise, implement and refine high yield / high impact teaching practices for individual students and small groups of students across Primary grades
- Collaborate with core class teachers, Grade Co-ordinators, Gifted and Talented Teacher, Learning Support, Director of Teaching and Learning (P – 6), Assistant Head of Primary and the Head of Primary School as required
- Teach a streamed Mathematics group in Years 1 – 6 or provide targeted teaching of Mathematics in Kindergarten classes
- Lead a Spelling Mastery group
- Provide targeted reading instruction
- Work across Primary year groups providing literacy and numeracy Tier 2 and Tier 3 support
- Work collaboratively with teachers across the grade to program, prepare and deliver lessons
- Complete standardised assessments as set by the College
- Participation in planning and executing events as part of a Primary Events Team
- Pastoral responsibility for class
- Differentiating curriculum for a mixed ability classroom

- Delivering an integrated curriculum
- Preparedness to engage with the College's pedagogical initiatives within the College's Curriculum Framework
- Initiative in integration of learning technologies into the learning program
- Uphold the Christian teachings of the College, encouraging students to serve others and explore Christ
- Active participation in co-curricular activities, carnivals, camps, excursions and events as well as fulfilment of other duty of care responsibilities as directed by the College
- Fulfil the teaching requirements of the day, as assigned by the class / specialist teacher
- Leave detailed notes for the class teacher (s) covering key points about each lesson or day
- Cover all duties assigned to the absent teacher (unless directed otherwise)
- Mark all work as assigned for the lesson
- Communicate any student issues or concerns to the relevant Grade Co-ordinator or Assistant Head
- Direct any parent queries or concerns to the class teacher. Urgent matters to be communicated to Grade Co-ordinator or relevant Assistant Head
- Undertake any other tasks as directed by the Head of College.

### Knowledge, Skills, Experience & Compliance Requirements

- In-depth knowledge of the K-6 Syllabus
- Ability to relate to all Primary aged children
- Excellent organisational skills
- Flexible, adaptable and can manage change
- Experience in effective implementation of Synthetic Phonics, Number Sense programs and Spelling Mastery is desirable
- Proficient in relevant computer applications, as well as an ability to learn and adapt to new computer systems
- Ability to problem solve and come up with solutions that benefit all stakeholders
- Promote a positive relationship between all staff at the College
- Follow relevant policies and procedures in relation to safe work practices and take reasonable care of own and others health, safety and wellness
- Ability to empathise, collaborate and communicate with all stakeholders
- An individual of integrity who is equally demanding and supportive when holding others accountable
- A person of initiative, who is approachable and relational
- Work in partnership and consultation with Executive and Senior Management for continuous improvement opportunities
- Work collaboratively with other team members and teams at William Clarke College
- Follow and uphold the cultural values, policies, procedures and statutory obligations
- Actively foster a culture of continuous learning and improvement in the Primary team and more broadly within William Clarke College
- Ability to undertake the duties of the position in accordance with William Clarke College's Purpose, Values and Code Conduct
- Valid Working with Children Check
- Maintain confidentiality and an understanding of the Privacy Act and its implications in the education sector

### Personal Attributes

- Work ethic reflecting a commitment to excellence in teaching
- Adaptable, flexible and can manage change
- High attention to detail
- A regularly practising member of a Christian Church
- Educational and personal philosophies align with the mission and values of William Clarke College

- Good team member with excellent communication skills
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative
- Values driven with strong personal and organisational values alignment
- Positive attitude and commitment to tackling challenges

Staff Member's Name (Print):		Date:
Staff Member's Signature:		

Manager's Name (Print):		Date:
Manager's Signature:		