



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:	Digital Technologies Teacher (Prep - Year 6)
DEPARTMENT:	Junior School Ian Gamack (Principal)
REPORTS TO:	Luke Bails (Head of Junior School) Ben Dallimore (Director of ICT)
AWARD:	The Queensland Anglican Schools Enterprise Agreement
COMMENCEMENT:	January 2022
REMUNERATION:	A competitive salary package will be negotiated with the successful applicant commensurate with the level of qualifications, skills and experience.

Are you a creative, future focused teacher and love engaging young minds with wonder? Are you a facilitator of learning? Do you seek to inspire creativity in the minds of your students? Are you a classroom teacher with a passion for technology? If so, we have the perfect job for you!

This is an amazing opportunity to work in an outstanding school with a great team of professionals. At Cathedral we are excited about the future and we cherish the opportunity to invest in the leaders of tomorrow. The role will work with students who are excited about the possibilities that technology offers and dare to dream big. We believe we have the best STEM offering in North Queensland and are looking for a capable, exciting teacher to join our amazing team.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration.

Note that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a teaching staff role is to establish expectations for a student through connection and intrinsic motivation. Serious misdemeanours are to be reported to the Head of Junior School so that appropriate action may be taken. It is within the staff's Duty of Care to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **Digital Technologies Teacher** position is a full-time appointment as specified in the letter of appointment. The role of Digital Technologies Teacher is to ensure that the Junior School continues to operate at the forefront of continually developing educational digital technology trends. This position will assist teachers and students in accessing current and trending digital technology learning.

The position requires a future focused educator to promote 21st Century learning and provide the groundwork to equip our students for the technologies and innovation that they will encounter during their lifetime.

The position will be required to fulfil 3 main functions. These being:

- Provide a high level of teaching practices to assist each child to reach their full potential – academically, physically, culturally socially and spiritually;
- Provide exceptional pastoral care;
- Actively apply 21st Century teaching pedagogy to foster a thriving professional learning community of excellent practitioners and curriculum innovators.

Teachers are expected to provide a quality education for students in their care, in support of the ethos of the School, by managing classes and students effectively, ensuring knowledge of the syllabus and work program expectations, promoting learning as a lifelong process and something to be enjoyed and maximised for each student.

The role is to provide a safe, caring and Christian environment which fosters and supports the learning and personal development of each child. Learning at The Cathedral School of St Anne & St James is a partnership and shared responsibility between the school, home and the child. A climate of mutual trust and respect is created through open, positive communication between staff, parents and children.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Principal through the Head of Junior School for the day to day performance of duties. Employees at this level are responsible for their own work. The position is also responsible to the Assistant Head of Junior School and Director of ICT in relation to curriculum matters.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Junior School.

The position is required to supervise and work cooperatively with staff in all aspects of the program implementation. Peer guidance and assistance for less experienced employees may be required from time to time.

SKILLS AND KNOWLEDGE

Essential Criteria

The Digital Technologies Teacher will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Bachelor of Education.
- Approved Registration with the Queensland College of Teachers.
- Current First Aid and CPR certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Passionate about the implementation of Digital Technologies in the classroom.
 - Recognise when Digital Technologies can improve engagement or value add to student learning opportunities.
 - Enjoy discovering new technologies and applying them in an educational context.
 - Ability to develop units of study incorporating the Australian and School curriculum and its application to the Primary years of schooling is required.
 - Digital technology skills and the ability to incorporate digital technologies into lesson plans.
 - Knowledge of and the ability to implement current teaching practices into your daily program.
 - Demonstrate exemplary classroom teaching techniques and practices.
 - Ability to differentiate for different learning styles through accepting individual differences in ability, need and learning styles and always cater for these differences.
 - Willingness to team plan and team teach.
 - Ability to work with a diverse group of students.
 - Excellent time management skills.
 - Behaviour management skills.
 - Ability to track and report student progress throughout the year.
 - Ability to affirm the unique worth of each student.
 - Advanced interpersonal, communication and listening skills.
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Desirable Competencies, Knowledge & Skills

- Knowledge of The Art and Science of Teaching (ASOT) by Robert Marzano.
- Knowledge of Inquiry Based Curriculum would be an advantage.
- Knowledge of Digital Technologies Curriculum.
- Knowledge of competencies for each year level and the ability to moderate students work.
- Ability to reflect and evaluate teaching practices.
- Ability to transfer theory into practice.
- Keep abreast of changes in content, methodology, evaluation and assessment in education.
- Attend professional development programs to enhance teaching skills and knowledge.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES

The key accountabilities of the Digital Technologies Teacher are:

Digital Technologies Teacher

- Liaise with the Director of ICT, Heads of School and other Executive Staff to identify and assist with the development of IT integration projects and professional learning for staff.
 - Work with the Digital Technologies Department to develop training systems and resources for use by staff and students to support the adoption and regular use of digital technology systems.
 - Work with teachers to provide assistance in the classroom to facilitate the delivery of digital technology projects.
 - Support teachers and departments to engage students in dynamic and creative digital technology rich research-based projects.
 - Investigate and develop programs which provide the necessary support for teachers to engage students using digital technologies outside the classroom.
 - Integral in the successful implementation of The Wonder Hub planning/ activities and support.
 - Monitor and record the scope and sequence of student digital technology skills including implementation for year levels Prep – 6.
 - Assist, support and help to coordinate digital citizenship programs.
 - Investigate new software and hardware solutions to facilitate student learning and staff development.
 - Keep abreast of trends and developments in the field of technology in education (including STEM) and its application to enhance the school's goals.
 - Represent The Cathedral School at organisational and industry educational forums.
 - Collaborate with Digital Technology Staff to facilitate the delivery of special projects, which will often involve developing pilot tests and proof-of-concept scenarios with staff and students.
 - Assist in the management of data (FileMaker Pro, PAT and iMaths etc) including file management, data transfer and new staff orientations.
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Other

- Work to lift the Digital Technology profile of The Cathedral School with student extracurricular participation in local and national digital technology events/competitions.
- Assist in the development of presentation material required by The Cathedral School Executives and Management Teams.
- Assist and support video conferencing services for staff and students.
- Provide the necessary training for new staff and students during their orientation.
- Provide support to students and parents with the implementation of assistive technology as a learning tool in liaison with Head of Learning Enrichment.
- Provide Helpdesk (non-technical) support on a range of software applications and hardware peripherals.
- Providing time release for staff, as required by the Head of Junior School.
- Act as an appropriate role model and care-giver while teaching and supervising children at play and at routine times.
- Supervise all indoor and outdoor play areas to ensure safe practices.
- Maintain confidentiality in respect of children and their parents at all times. Regard information learned about children and families in the school as strictly confidential and not be discussed with anyone other than the Head of Junior School.
- Be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect.
- Work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships.
- Actively support the School's Behaviour Management policy and insist on acceptable standards of behaviour, including dress, in students.
- Provide feedback and input in the development of policies and procedures, when required, and implement accordingly at all times.
- Liaise with and support parents and to actively encourage parent involvement.
- Be punctual to classes, playground duties, assemblies, and staff meetings.
- Be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of children from the school).
- Attend and as directed present Staff meetings and professional development.
- Participate in staff development days, Class Information nights, Parent-Teacher interviews, Performance Evenings and Presentation Ceremony.
- Undertake additional duties requested by the Head of Junior School.

Workplace Health & Safety

- Be aware of the school's WHS Management System.
 - Perform all work and associated functions in a safe manner.
 - Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
 - Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
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- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

KEY PERFORMANCE INDICATORS:

The Digital Technologies Teacher is expected to provide a safe and nurturing learning environment for children of The Cathedral School of St Anne & St James. The position's performance will be measured on the ability to competently fulfil the duties of the position.

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact.

Please send applications to:
Human Resources
The Cathedral School,
Email: hr@cathedral.qld.edu.au