



Job Role & Expectations

Primary Role

The primary role of a teacher at Eton Farm is to provide the best possible education and duty of care for each student in support for the ethos of Eton Farm Education. Deliver a stimulating and creative program whilst understanding the individual needs of all children.

Elements of the Role

- Professional Responsibilities
- Teaching Practise
- Curriculum Planning
- Resource Development
- General Administrative Duties
- Other Than Teaching Duties
- Professional Development
- Extra-curricular responsibilities

Professional Responsibilities of the Position

- Maintain collegial and professional relationships with all staff
- Establish and maintain professional relationships with families
- Ensure that all external correspondence including letters, emails and social media and all contact with external agencies is approved by the Principal
- Respect confidentiality of children, fellow staff members and parents.

Teaching Practise

- Adhere to the AITSL standards, the Western Australian Curriculum, Kindergarten Curriculum Guidelines, Early Years Learning Framework and National Child Safe Organisation Principles and Child safe practices.
- Promote and provide an environment of dynamic and creative learning.
- Apply a range of teaching pedagogies that support the school philosophy.
- Provide a differentiated curriculum to ensure that individual learning needs are met
- Prepare a detailed and differentiated Daily Work Pad that aligns with classroom level planning overviews
- Provide DWP, planning documents and student records to Curriculum Coordinator upon request
- Update and maintain whole school, student tracking documents regularly
- Reflect regularly on the effectiveness of their teaching
- Monitor students' progress and provide timely, proactive feedback
- Keep accurate records of student's progress and assessment
- Write formal academic reports twice yearly as per the school's Assessment & Reporting Policy
- Liaise with support staff in conjunction with the Curriculum Coordinator and/or Principal
- Maintain open communication with parents/guardians about their child's progress and development
- Attend open days and parent/teacher meetings





Eton Farm PRIMARY SCHOOL

Curriculum Planning

- Align and create classroom level planning overviews with the Western Australian Curriculum, Early Years Framework, Kindergarten Curriculum Guidelines, Eton Farm Education Curriculum Overviews, Individual Education Plans and the individual needs and interests of the children.

Resource Development

- Be aware of existing resources available to support learning
- Be aware of resources that support the delivery of mandatory programs at Eton Farm Education
- Participate in the creation, development and evaluation of resources to support learning

General Administrative Duties

- Keep accurate records of student's attendance
- Familiarise self with Eton Farm Education's policy & procedure documents
- Attend staff meetings
- Undertake recess, lunch and other assigned supervision duties as requested
- Attend staff planning meetings
- Attend professional development days/sessions

Other Than Teaching Duties

- Unlock and open buildings each morning
- Check inside/outside learning/play spaces are clean, tidy and presentable each morning
- Set up outside activities ready for arriving students
- Maintain a clean and tidy workspace for self and the students
- Ensure students tidy up both the outside and inside learning/play spaces at the end of each day
- Sweep classroom floors at the end of each day
- Wipe down tables both inside and outside at the end of each day
- Ensure kitchen is clean and tidy including sink and dishes at the end of each day
- Ensure all external doors on all buildings are locked at the end of each day
- Keep office / desk tidy

Professional Development

- Keep up to date with curriculum, resource and technological developments
- Have a commitment to learning and professional growth
- Attend professional development that supports or enhances your role as a teacher
- Establish and/or maintain relationships with professional associations
- Comply with the Performance Review Process at Eton Farm Education
- Be current with First Aid and Mandatory Reporting Training.

Extra-Curricular Activities

- Be able to commit to developing the school vision and attend out of school activities run by the School Board.

