



## POSITION DESCRIPTION – PE Teacher

<b>POSITION DETAILS</b>	<b>Position Title</b>	Specialist Teacher (Physical Education)
	<b>Area</b>	Junior Secondary School
	<b>Position Reports to</b>	Principal
	<b>Role Location</b>	The Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushlands, approximately 5km from the township of Castlemaine.  Established in 1988, CSSK is non – denominational and founded in the educational principles of Rudolf Steiner.
	<b>Key Role Relationships</b>	Principal and all other CSSK staff

### Statement of Commitment to Child Safety

The wellbeing and safety of all students is of central importance at Castlemaine Steiner School & Kindergarten (CSSK). Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as Aboriginal or Torres Strait Islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School & Kindergarten are responsible for ensuring the Child Safe Policy is enforced and are required to sign the CSSK Code of Conduct – Child Safety and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

<b>ROLE CONTEXT</b>	Established in 1990, CSSK employs a faculty of passionate and hard-working teachers to deliver a comprehensive Steiner educational program to students from Early Childhood to Class 8. Located on 18 rural acres on the outskirts of the vibrant Goldfields town of Castlemaine in Central Victoria, the school operates from uniquely designed rammed earth buildings, set on grounds and gardens that create an educationally stimulating and environmentally sustainable site.  Our school is founded on the educational indications of Rudolf Steiner, which inform our vision statement and Constitution.
<b>ROLE PURPOSE</b>	The primary role of all teachers at CSSK is to provide the best possible education and duty of care for each student in light of the values, vision and mission of the School.  Specialist Teachers take primary responsibility for their subject area across the classes they teach. This requires a sound knowledge of the curriculum outcomes not only for that subject, but also an understanding of the other subject areas within the year levels taught.

The Physical Education Teacher plans, implements and reviews the Physical Education Programme for Class 7 and Class 8 under the direction of the Principal.

#### **Programme Development and Implementation**

- Plan the Physical Education programme incorporating minor and major games and team sports chosen to match each developmental stage
- Differentiate the curriculum to ensure the educational needs of all individuals in their classes are met
- Prepare and deliver all Physical Education lessons for the year levels concerned
- Assess and report on students' progress in accordance with school procedures
- Develop effective routines for the care of and respect for facilities, materials and equipment. This includes packing up and storage of relevant equipment and care for the physical environment.
- Keep adequate records including roll books, programmes of work, assessments and reports

#### **Pastoral**

- Develop healthy and harmonious social relationships within a school wide positive behaviour development approach to recognise student behaviours and create a culture of mutual respect
- Liaise with class guardians and other colleagues, and where appropriate parents, in matters relating to that subject.
- Coordinate parent volunteers who regularly contribute to the Physical Education programme
- Organise and supervise excursions or events appropriate to that subject, being mindful of timetable implications and negotiating with teachers affected. Be available for consultation by parents
- Attend parent/teacher meetings where requested.

#### **Administration**

- In consultation with the Business Manager, plan and work within the budget for Physical Education programme.
- Attend school for the appropriate time equivalent according to the Letter of Appointment
- Be familiar with and maintain school policies.
- Prepare and submit grant applications that meet the Sporting Schools and other relevant grant guidelines
- Liaise with external multi-sports coaches to plan, book and coordinate the delivery of specific sport clinics
- Order and prepare Physical Education equipment and materials as required for each class.
- Store appropriately, maintain and account for all Physical Education materials and equipment.
- Participate in class study or child study meetings where requested.
- Attend and participate in class meetings as required
- Participate in the Formal and Self-Appraisals and reviews of the programme, reporting to the Principal the strengths and areas for improvement of the Physical Education Programme.

#### **General Duties**

##### **Professional Development**

Proactively seek and participate in continuing professional development activities, including peer and mentor support and coaching, Teachers meetings and all School-based in-service activities, in order to establish and maintain a high level of professional knowledge and expertise. Attend appropriate professional development as approved by the Principal.

##### **Duty of Care**

Ensure the good physical and mental health and safety of students at the School through maintaining a thorough understanding of School policies and procedures, as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.

**Management, Administration and Community Participation**

Work collaboratively with colleagues as required, contributing to administrative needs affecting the class and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations in the class.

Establish and maintain programs and assessment records as required by the school.

**Safety and Compliance**

Safety is a priority for all CSSK staff. All staff employed in any capacity by CSSK are expected to understand and effectively apply safety policies and practices, as per the CSSK Work Safe suite of Policies.

**Professional Conduct**

Strengthen parent and community confidence in the School by working within professional guidelines and responsibilities at all times, with due consideration and awareness of issues of sensitivity and confidentiality, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues. Maintain clear understanding of school Child Safety Policies and Procedures and work within the requirements of these.