Position Description

Position: Art Teacher

Position dimension

Kingswood College is a coeducational Early Childhood to Year 12 School in Box Hill with 650 students. Applicants who have a genuine passion for delivering quality service and building strong relationships to support our Junior School students are invited for this part time, full year teaching position in our Junior School Program. This position will commence on 23 January 2013.

This position is 0.4 FTE.

Main responsibilities

- Ensure that all children develop artistic skills and understandings appropriate to their level of development.
- Where appropriate, coordinate with the exciting and interesting classroom programs that develop the age-level-appropriate skills and concepts and encourages research, thinking skills and a variety of relevant technical skills.

- These programs will:
  o Cater to the needs of each individual.
  o Use the varying learning styles.
  o Challenge and extend all students – promote and be committed to securing high expectations for learning.
  o Allow all children to succeed and feel successful and worthwhile.
  o Be interesting and innovative – provide a stimulating and engaging learning environment.
  o Be based on the Kingswood College Junior School Curriculum Documents and Curriculum Overview.

- Assessment and Reporting:
  o Regularly monitor each child’s progress, modifying programs appropriately and responding to needs for special assistance.
  o Assess, record and track the progress of the students.
  o Maintain close contact with parents, informing of any challenges and providing appropriate professional advice.
  o Written reports at specified times in line with the Junior School Assessment and Reporting policy and guidelines.

Other duties

- To attend and contribute to professional development as approved by the Head of Junior School.
- To have good control of the classes, maintain and be consistent with the College policy on behaviour management.
- To attend relevant staff meetings and faculty meetings.
• Maintain up to date and then provide documentations of programs undertaken.
• Be organised and well prepared and on time for each lesson.
• Maintain the art budget and be responsible for the purchasing and replenishing of art supplies.
• Assist classroom teachers with displays of learning.
• Liaise with classroom teachers and Coordinator of Wellbeing and Educational Support regarding students with specific needs.
• Attend learning progress discussion meetings, as required.
• Work collaboratively within a team of dynamic Primary Educators.
• Maintain roll marking as required.
• Provide interesting and active displays in allocated places.
• Ensure the art room is well organised.
• Attend Assemblies.
• Attend and assist with organisation of College events when required.
• Complete yard duties and other duties as specified by the Head of the Junior School.
• At all times respect the privacy of families and ensure confidentiality of any information provided.
• Contribute to College newsletters and information sessions.
• Attend to any other requests from Head of Junior School

Qualifications

• Must hold a Bachelor of Education or equivalent and have relevant experience.
• Satisfactory Working with Children Check and current first aid qualifications (including anaphylaxis management) are required.
• Must be eligible to work within Australia.
• An understanding of, and experience in the International Baccalaureate Primary Years Program would be an advantage.
• Applicants must have a demonstrable passion for working with children; to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the Centre’s aims and goals.

Responsible to

• Head of Junior School
• Head of Arts faculty
• Assistant Head of Junior School (Curriculum)
• Principal