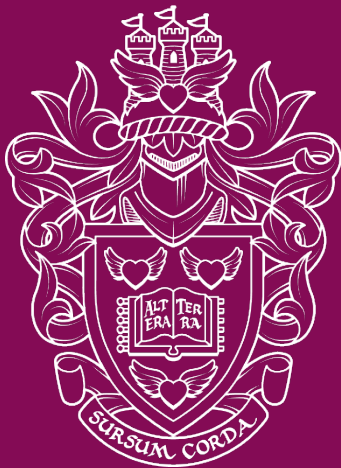




Position Description

Classroom Teacher

Haileybury Pangea

HAILEYBURY

— PANGEA —
ONLINE SCHOOL



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea (online school) and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at:

www.haileybury.com.au

www.haileyburypangea.com

Working with us

Haileybury Pangea is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our core values

Everything that we do is centred around our vision, striving for and achieving more than the expected. Our eight values support and shape this in our daily work:

- Excellence
- Knowledge and skills
- Integrity and respect
- Diversity and cultural global awareness
- Connectedness
- A sense of compassion and caring
- Child safety*
- One school

* zero tolerance for child abuse

Discover Haileybury Pangea

Our world-class education employs proven teaching and learning methods to give high school students the best possible opportunities for development and improvement.

Haileybury Pangea takes this successful approach — and Haileybury's 130-year legacy of educational excellence — to provide a safe, online environment that helps students accelerate their learning wherever they may be located.

Haileybury Pangea is an online learning community in which intellectually passionate students benefit from unparalleled individual attention and exceptional teaching.

Our bespoke educational model leverages the advantages of online learning to deliver rigorous academics based on the Australian curriculum and Australian (VCE) accreditation, enabling access to an extraordinary range of post-secondary pathways in Australia and globally.



Position details

Position title	Classroom Teacher Haileybury Pangea
Location	By negotiation with Head of Campus Haileybury Pangea
Reports to	Head of Campus Haileybury Pangea
Salary range	\$79,333 - \$122,323 + 12% superannuation

Responsibilities

The primary responsibility of the Classroom Teacher Haileybury Pangea is to deliver and promote online learning within the Haileybury Pangea School community.

General

Teachers should ensure that:

- Their delivery of the curriculum to their students ensures best practice in pedagogy, using our Haileybury Pangea Instructional Model of teaching
- They keep up-to-date with modern practices within their teaching area
- They either have knowledge of, or are prepared to learn pedagogical frameworks as appropriate
- They prioritise building positive relationships with students, staff and members of the School community
- They use a variety of assessment tasks for students to experience success and accurately assess levels of student achievement
- They collaborate with staff in their department to develop blended teaching resources, assessments and learning opportunities for the students
- They engage in best practice with their colleagues within the Haileybury Pangea online space and across Haileybury's various campuses
- They utilise digital learning tools and the LMS to support their classroom practice
- They attend relevant professional development sessions within and beyond their subject area
- They participate in community and pastoral activities within the school as required.

Administrative responsibilities

Teachers are expected to;

- Maintain records of classroom attendance
- Administer student assessment (formative and summative), provide feedback and write reports in accordance with School policy
- Attend meetings as required
- Perform supervisory duties as required
- Attend parent/teacher interviews as required

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.



Key selection criteria

Required

- An ability to respond to the differing learning needs and strengths of all students in online coeducational classrooms
- Ability to form a positive rapport with staff and students and build collaborative relationships
- Outstanding knowledge of the relevant subject material and pedagogy
- Strong skillset with technology
- VIT registration, NT TRB registration and current NT Working With Children Clearance
- Strong verbal, written and inter-personal communication skills
- Effective and efficient time-management skills

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background
- Experience in using Canvas, One Note and Microsoft Teams

Personal qualities

- Highly organised
- Patient and relationship oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- Comfortable in the uncomfortable

Academic qualifications

- Recognised teaching qualifications

Inherent qualities

Cognitive demands

- Ability to work with groups of students and to handle multiple (sometimes competing) demands from them and from colleagues and parents in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high-level decisions and/or be involved in high-level decision making
- Ability to be resilient when dealing with staff and students
- Ability to employ a variety of classroom management strategies and perform role whilst managing students' behavioural demands in an online environment

Physical demands

- Ability to stand for long periods of time, move freely in a teaching space for up to seven hours per day and to work at a computer



- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate

General information

- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible
- The successful candidate will be expected to support the vision and ethos of the School
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds
- The standard full-time work hours for this position are 8.00am to 4.00pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at



home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and our Staff Students Professional Boundaries Policy available on our website.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified March 2025.