Sydney Grammar School – College Street
History Master Position Description

POSITION TITLE: History Master

RESPONSIBLE TO: Headmaster, Deputy Headmaster Academic and the Subject Master

EMPLOYMENT: Full-time, fixed-term contract

PURPOSE

A master at Sydney Grammar School has energy and enthusiasm for their subject and contributes fully to the co-curricular and pastoral life of the School.

ACCOUNTABILITY

A master is accountable to the Headmaster and delegates, through the Deputy Headmaster (Academic) and the master's Subject Master, for fulfilling the expectations and carrying out the responsibilities set out in this job description.

EXPECTATIONS

A Master is expected to:

- Demonstrate strong subject knowledge and deliver high-quality teaching, making reasonable adjustments to support individual pupils where appropriate.
- Foster a love of learning and maintain high standards of classroom organisation, management and practice.
- Support pupils' intellectual, physical, social and emotional development.
- Respect pupils and uphold the School's Child Protection, health and safety policies and procedures.
- Monitor and assess pupil progress, maintain high expectations for engagement and liaise appropriately with Housemasters and Tutors.
- Communicate promptly, professionally and respectfully with pupils, parents and colleagues.
- Engage positively in professional learning and maintain effective working relationships with colleagues.

RESPONSIBILITIES

The role of a master requires performance of the following duties under the direction of

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the Headmaster and delegates.

A master will:

- Teach a full teaching load of 30 periods per cycle in their subject area and may be required to teach other subjects as directed and in which the master is qualified (for part-time appointments, the teaching load will be adjusted proportionally to align with the full-time equivalent).
- Attend the School premises on each weekday during school terms for work at a time prescribed from time to time by the Headmaster. The Headmaster determines the dates of commencement and conclusion and the length of each school term, subject to the Award and any other regulatory requirement.
- Carry out in a timely and professional manner duties incidental to teaching, including without limitation: preparing for lessons; creating teaching materials; communicating in a professional way with colleagues; setting and marking boys' work, assignments and examinations as required by the Headmaster or other relevant Senior masters; writing reports; making required records; doing professional reading; and applying the School's disciplinary policies and procedures. The foregoing does not exhaustively list all work incidental to teaching.
- Carry out co-curricular duties as determined from time to time by the Headmaster and notified to staff by the Headmaster, the Deputy Headmaster (Co-curricular) or another delegate of the Headmaster.
- Work efficiently during the school day.
- Act as a Tutor (pastoral care teacher) for a group of boys (Tutorial) as required under the direction of a Housemaster and other Senior masters.
- Act faithfully and with diligence and care and to a high standard of skill, and in their conduct does not bring the School into disrepute.
- Be respectful, courteous, and professional in manner towards all members of the Sydney Grammar School community.

The performance of these duties is subject to the following provisions:

- The School provides sufficient time for work to be completed at reasonable times on the School premises. Currently, (and subject to change by the Headmaster) the School permits master's to do certain types of work which are incidental to teaching at home, as set out below, subject to the following conditions:
- They must work safely in safe conditions.
- They must ensure that no other person sees or has access to work done by boys or assessments of such work or to professional communications of the School.
- They must generally take all reasonable steps to protect the confidentiality and security of all School related information and report any breach of such confidentiality or security to the proper officer of the School immediately.
- Work incidental to teaching which may be performed at home includes lesson planning and preparation; assembling or making teaching materials; review and marking of boys' work; writing school reports and assessments; writing and marking

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assessment tasks and examinations; making required records; doing professional reading. The foregoing does not exhaustively list all work incidental to teaching.

- The following work must be performed on the School premises or other venue as directed by the School (such as a sports ground or the premises of another school) and will not be performed remotely from home without the express written direction or consent of the Headmaster or his delegate:
    - All class (face-to-face) teaching;
    - All attendance at required staff meetings or discussions or School assemblies;
    - All face to face meetings or discussions with parents; all coaching, direction or supervision of the master's assigned extracurricular activities;
    - All additional required direction or supervision of pupils including without limitation playground or other supervision of boys outside class time, whether at the School or elsewhere, invigilation of examinations and work incidental to such invigilation;
    - All required direct participation in any other School activities, including without limitation camps, excursions, tours and receptions for parents.
    - No such direction or consent will be given by the Headmaster or his delegate except in exceptional circumstances which make such direction or consent necessary either in the Headmaster's judgement or by operation of law or regulation.
    - Such exceptional circumstances could include an epidemic or other public health emergency or other emergency and could, in individual cases, include relevant temporary health problems or relevant misadventure experienced by the master.

Conduct and Performance

- Conduct and work performance must be consistent with the highest professional standards for someone entrusted with the care and education of children and young people.
- A master must demonstrate a commitment to the highest standards in their professional learning and teaching, including by their promptness and punctuality in attendance and the performance of duties.
- A master must demonstrate care for the safety and welfare of pupils and adhere to all directions and policies of the School regarding health and safety.
- A master must adhere to all lawful and reasonable directions and policies of the School.

Professional Learning

A master contributes to the development and ongoing improvement of the School as a professional learning community by:

- Working collaboratively with colleagues in the design, implementation and evaluation

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of teaching and learning programs, including the sharing of resources.
- actively participating in professional learning that satisfies the requirements for Accredited PD and Elective PD, as determined by the NSW Education Standards Authority (NESA) and the School's Teacher Accreditation Authority policies and procedures.
- Maintaining teacher accreditation and the requirements for professional learning in accordance with the requirements set down by the NSW Education Standards Authority (NESA) and the School's Teacher Accreditation Authority policies and procedures.
- Upgrading formal professional qualifications where necessary or appropriate.

Additional Duties

A master will:

- Direct or supervise boys out of class as required, including without limitation in the playground, on other parts of the School premises, during School activities at the School or elsewhere and during tests, examinations, and assessments.
- Take part in School camps, excursions and tours and attend School events after hours such as receptions for parents.
- Maintain accurate attendance records for all classes, including following up any unexplained absences from lessons.
- Attend all departmental, staff and parent meetings as set down in the calendar or otherwise reasonably notified.
- Fulfil all administrative duties, as required.
- Perform any other duties as reasonably required by the Headmaster.

QUALIFICATIONS

- Accredited Teaching Degree with current NESA Proficient Accreditation
- Valid Working With Children Check
- CPR / First Aid Certificate

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