Position Description

Junior School Specialist Teacher - Japanese (Pre-K to Year 6)

Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K to Year 12), catering for individual interest and capacity.

OVERALL PURPOSE OF THE POSITION

Barker College is a non-selective comprehensive School that is committed to excellence and enrichment for all our students. Teachers are responsible for the implementation of quality teaching and learning programs that develop knowledge and skills along with appropriate learning attitudes. They foster the social and emotional development of each student in their class.

Barker College is an authorised International Baccalaureate Primary Years Programme (PYP) school. The PYP is implemented from Pre-K to Year 6 and promotes inquiry-based, concept-driven and transdisciplinary learning. Teachers are expected to collaborate with classroom teachers to support transdisciplinary learning and contribute to the delivery of the PYP through authentic language learning experiences in Japanese.

GENERAL DUTIES & RESPONSIBILITIES

Specialist Subject classroom teachers are required to:

- Teach their timetable allocation and are given adequate face to face release time. It is expected that teachers use this time for planning, marking and preparation.
- Work with colleagues as well as classroom teachers to collaboratively plan teaching and learning units using the School's inquiry pedagogy.
- Undertake administrative responsibilities including the maintaining of records on student progress and achievement, preparing academic and pastoral reports, developing differentiated teaching programs and maintaining a teaching day book and program..
- Implement the School's student well-being and pastoral care procedures and practices.
- Conduct parent teacher interviews throughout the year as requested by parents.
- Attend School functions and events as requested including (but not limited to)
  - parent information evenings, parent forums, end of year Celebration, concerts;
  - Barker Invitation Athletics carnival, House Swimming and Athletics;
  - Roles may be assigned to staff at these events to assist with their smooth operation.
- Provide supervisory cover above the normal teaching load as may be required from time to time for absent teachers.
- Undertake playground supervision as rostered.
- Attend Chapel services and Assemblies.
- Accompany classes on excursions in relation to School programs, including overnight excursions and camps.
- Attend staff meetings and participate in professional learning activities when scheduled:
  - Professional learning meetings are currently scheduled on Wednesday afternoons between 3:00pm and 4:30pm.
  - Additional professional learning activities and forums are held throughout the year and staff will be

advised about their attendance.

- Undertake other duties as may be assigned from time to time by the Head of Junior School, Deputy Head of Junior School and members of the Junior School Executive.

DUTIES FOR WHICH AN ADDITIONAL ALLOWANCE IS PAYABLE

Co-curricular Activities and Sport

- It is expected that all teachers will participate in co-curricular activities.
- Teachers may also be required to fill a position of responsibility for other Co-curricular activities including House Patron, Chess, Debating, IGNITE Program facilitator or Athletics Coaching.

RELATIONSHIPS

The Head of Junior School
Specialist subject teachers are responsible to the Head of Junior School for the overall aspects of their work.

The Deputy Head of Junior School
Specialist subject teachers work in collaboration with the Deputy Head of Junior School (Pre-K to Year 6) to ensure the effective administration of all matters relating to the Junior School.

The Director of Primary Curriculum (PYP Coordinator)
Specialist subject teachers work in collaboration with the Director of Primary Curriculum to ensure the academic program in their subject area meets all requirements of NESA and the International Baccalaureate Organisation.

The Director of Students (PreK – Year 6)
Specialist subject teachers work in collaboration with the Director of Students to ensure the pastoral care of students.

The Director of JS Administration and Student Experience (PreK – Y6)
Specialist subject teachers work in collaboration with the Director of JS Administration and Student Experiences to ensure the smooth operation of this section of the school.

Grade Coordinators
Specialist subject teachers collaborate with Grade/Stage Coordinators to ensure appropriate curriculum links between their subject area and the PYP program of inquiry. They meet regularly with Coordinators and grade teams to collaboratively plan effective teaching and learning units.

Staff Members
Specialist subject teachers work collegially with other teachers within the whole School (Pre-K to Year 12).

Parents and the wider community.
Specialist subject teachers represent the School in a positive and professional manner in accordance with the School's Mission, Vision and Values and Strategic Plan "Inspiring Global Hope".

WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your supervisor or through the School's reporting processes;
- Reporting any injury sustained to your supervisor or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant.

SKILLS ESSENTIAL TO THE JOB

- Experience and appropriate qualification in language teaching Pre-K to Year 6 in Japanese.
- Excellence in classroom teaching
- Commitment to fostering the School's implementation of inquiry pedagogy
- Excellent ICT skills
- Commitment to developing a passion for learning in students
- A genuine care for, and understanding of, primary aged children

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ESSENTIAL PERSONAL ATTRIBUTES

- Outstanding interpersonal skills
- Exceptional personal standards of honesty, integrity and professionalism
- Ability to work as part of a team
- Strong motivation, influencing and team-building skills
- Commitment to the principles and practices of a learning organisation
- Initiative and flexibility
- Punctuality and reliability
- Enthusiasm and energy
- Commitment to the School's Mission, Vision and Values.

ACCOUNTABILITY

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Annual Performance Review and/or Disciplinary Processes. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice and Performance Management processes.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to compliment the position
- Experience in Primary School teaching
- Flexible working hours

QUALIFICATIONS REQUIRED

Tertiary Bachelor of Education or equivalent with a speciality in Language Teaching

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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: **The Head of Barker College**

The Immediate Manager: **Head of Junior School**

This position: **JS Specialist Teacher – Japanese (Pre-K to Year 6)**

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Junior School Specialist Teacher – Japanese (Pre-K to Year 6).**

Approved by the Head of Junior School in November 2026.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: **[candidate_name]**

Signature of Staff Member: **[acceptance_status]**

Date: **[acceptance_date]**