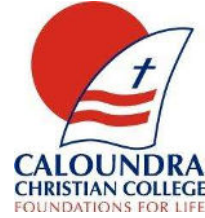


# Position Description

## Primary and/or Secondary Teacher



### WHO ARE WE

We are a team of committed educators and support personnel who fundamentally believe that students learn best when they feel safe, respected, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

### VISION

*Together, creating an authentic learning community where students and staff flourish with Christ at the helm.*

### MISSION

*To provide quality Christian Education, strong foundations for life and learning.*

### FOUNDATIONS FOR LIFE AND LEARNING

#### Life

Faith – We seek God with all our heart

Compassion – We rise by lifting others

Integrity – We do what is right not what is easy

Courage – We stretch ourselves beyond what is comfortable

#### Learning

Question – We learn to question so we can question to learn

Create – We are created to create

Improve – We improve by failing forward

Communicate – We seek to understand to be understood

### ROLE DESCRIPTION

The teacher is responsible for the holistic care and growth of the student. This includes actively engaging in the academic, social emotional and spiritual care and wellbeing of the student.

The teacher will champion and work to fulfill the Mission and Vision of the College, working collaboratively with other teachers and staff to support the wider College community.

Planning, preparing, and facilitating engaging learning experiences based on rigorous, quality curriculum and assessment, consistent with the College's philosophy, policies and learning framework is a core aspect of the secondary teacher's role.

### ACCOUNTABILITY

The teacher will be accountable to the relevant Head of Learning Team, Executive Leaders and ultimately, the Principal.

## KEY INTERNAL RELATIONSHIPS

- Primary and Secondary Learning Community Staff
- Students
- Parents/Carers

## KEY EXTERNAL RELATIONSHIPS

- Professional and educational associations and networks
- Local businesses and organisations related to your subject

## QUALIFICATIONS

The teacher must be a registered teacher with the Queensland College of Teachers with a bachelor's degree or higher and are required to have a current first aid certificate.

## FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement
- Ascribes to the Statement of Faith and College values
- A high standard of personal conduct and an outworking of spiritual fruit

## KNOWLEDGE

- Knowledge of QCAA and Australian Curriculum requirements, including the new relevant Senior Curriculum, Assessment and Tertiary Entrance process
- Understanding of pedagogy, curriculum, assessment, and reporting development
- Knowledge and interest in contemporary quality educational practices and trends
- Sound literacy and numeracy competencies

## SKILLS

- Critical and Creative Thinking
- Technological proficiency
- Verbal and written communication
- Organisation and initiative
- Time management
- Attention to detail and accuracy
- Data-informed decision-making

## PERSONAL CHARACTERISTICS

- Self-motivated and resilient
- Innovative and passionate about education
- Professional, positive, and friendly manner
- Ability and desire to learn and develop professionally, personally, and spiritually
- Integrity and trust
- Teamwork and reliability

## PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10 kg of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires frequent standing, walking, sitting, bending, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area.
- Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards

## PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability.

## KEY ACCOUNTABILITIES

### Curriculum and Pedagogy

- Teach classes as allocated.
- Plan and organise programs and lessons for effective learning to occur using the College curriculum planning document and learning framework.
- Differentiate the curriculum to cater for the range of abilities, interests, and backgrounds of all students, ensuring differentiations are identified on planning.
- Develop and implement a balanced range of assessment tasks that promote learning and reflection in students and provide students with the opportunity to demonstrate their knowledge, skills, and ways of working.
- Evaluate assessment tasks and maintain records of student achievement.
- Provide timely and appropriate feedback to the individual student.
- Moderate student performance to ensure consistency of standards across the College.
- Report constructively through open communication with parents; including interview, telephone conversation, emails, and student report cards.
- Collaborate with other subject specialists to develop appropriate trans-disciplinary and/or problem-based experiences to develop knowledge, skills, critical and creative thinking processes.
- Incorporate a Christian worldview into lessons and programs.
- Ensure that technology which enhances learning is integrated into lessons.
- Utilise the school's on-line learning management tool.

### Pastoral Care

- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom.
- Know students well, including their diverse academic, linguistic, cultural, personal, and social backgrounds.
- Model, guide and encourage the development of students' Christian faith and character, and social and emotional wellbeing.
- Work with senior colleagues and support staff and agencies to ensure students' wellbeing and safety are paramount.
- Partner with parents/carers in supportive ways using effective means of communication
- Have a clear working knowledge of the College behavioural expectations, policies, and processes.
- Employ appropriate behaviour management strategies, aligned with the College Behaviour Management Framework, to ensure a safe, orderly, and achievement-orientated learning environment, addressing discipline issues promptly, fairly, and respectfully.
- Lead and organise regular class devotions and homegroup team building activities.
- Follow up students regarding lateness and absences by liaising with parents and senior staff.
- Show sensitivity toward students experiencing personal, social, or self-management issues and liaise with relevant colleagues.
- Support the Year Level Coordinator, providing input on pastoral care matters.

### Professional Engagement

- Support College-wide and departmental improvement priorities.
- Maintain high-quality, positive, and effective working relationships with colleagues, working collaboratively to ensure quality student outcomes.
- Actively engage with the student, parent, and wider community, showing openness, professionalism, and respect.
- Ensure that the AITSL, Australian Professional Standards for Teachers, are undertaken on a consistent basis.
- Continue developing proficiencies in quality, researched-based teaching practices and pedagogy.
- Maintain comprehensive working knowledge of their subject discipline.
- Be active in extending your professional knowledge and proficiency through professional reflection and learning, performance review process, collaboration with colleagues, research and participation in internal and external professional networks and events to improve teaching methods, pastoral skills, and knowledge.
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for the students.
- Attend and actively participate in department and staff meetings.
- Supervise preservice teachers as required.
- Be organised, punctual and timely.
- Establish a learning environment where students feel safe to risk full participation.
- Demonstrate strategies to create a positive environment supporting student effort and learning.

- Monitor student progress and liaise with the relevant Heads of School and/or Heads of House, regarding student individual learning needs.
- Engage in wider school activities and school culture events including Parent Information Nights, co-curricular activities and other Whole School or Learning Community events.

#### Administration / Duties

- Adhere to all College Management Policies.
- Carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices, maintain and care for resources, furniture and property.
- Complete accurately and appropriately, as required by College policy, all tasks of planning, evaluation and record keeping.
- Maintain accurate records of student achievement, pastoral care, and communication with parents/carers.
- Provide high quality reports to parents both oral and written.
- Respond appropriately to requests and communications.
- Abide by the College Staff dress code.
- Provide a comprehensive 'hand over' of each student's performance/progress/needs, to the following year's teacher
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students and maintenance of the College facilities and grounds.
- Adhere to and implement all safe work practices and procedures in accordance with College policies.
- Undertake excursions, competitions and other relevant curricular and co---curricular activities.
- Be involved in the College camp program.
- Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.
- Undertake extra-curricular activities
- Supervise additional classes as required within the hours of duty.
- Follow Workplace, Health and Safety procedures.
- Perform other reasonable duties as directed by your supervisor or executive member.