

Role Description TEACHER

Teachers support the Principal in maintaining and developing the school mission of Excellence in Education, Christianity in Action.

The teacher works as a member of a department and reports to his/her Head of Department. The teacher is responsible for the academic development and wellbeing of students in his/her classes and/or Mentor Group. As such he/she is a role model personally and professionally.

AREAS OF RESPONSIBILITY

- Learning
- Wellbeing
- Administration
- Life of the School

LEARNING: Supports the Principal in the ongoing development of the school as a centre of learning and excellence

- Creates a climate in the classroom where academic rigour is valued.
- Values class time and manages students and preparation so that students learn effectively.
- Delivers engaging and effective lessons as an outworking of syllabus and program documents.
- Prepares thoroughly for lessons.
- Provides informative, timely feedback.
- Ensures that the School's assessment and reporting procedures are followed.
- Differentiates the curriculum and program according to the identified needs of the students in his/her class.
- Collaboratively develops teaching and learning programs and activities according to the relevant syllabus and school (Primary/Secondary).
- Integrates a broad range of ICT strategies into teaching and learning.
- Collaborates with Heads of Departments, members of the Department/Stage, and other teachers, in the development of programs.
- Keeps informed about matters relating to curriculum development.
- Is available for, and participates in, Student Progress Meetings.
- Actively participates in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students, and share this learning.
- Maintains Teacher Accreditation according to NESA and School requirements, and in so doing, demonstrates the achievement of the seven Australian Professional Standards for Teachers at the appropriate level.
- Actively participates in Department (Faculty or Primary) and Year Level meetings and/or other committees.
- Informs the Head of Department /Year Adviser of significant academic and/or pastoral matters.
- Responds to parent enquiries in a professional, timely and efficient manner.
- Encourages and nurtures partnership with parents in student learning.

WELLBEING: Supports the Principal in developing a community that values the individual, promotes professional relationships, and engenders compassion, so that each student will flourish

- Nurtures, supports, and guides a Mentor Group or Primary School class.
- Punctual attendance to all lessons, Mentor sessions, year assemblies and other events.
- Creates a climate of warmth that develops a cohesive group.
- Participates in Mentor and Wellbeing programs with Mentor Group/Primary class, year group and in school-wide initiatives, including camps.
- Ensures that students follow student expectations.
- Is aware of students' involvement in the school and accurately reports on co-curricular involvement.
- Informs Year Adviser/Head of Department/Assistant Principal Wellbeing/Primary Executive/Head of Primary of significant wellbeing matters.

ADMINISTRATION: Supports the Principal to ensure the effective and efficient administration of the school

- Completes all requirements in relation to the marking of student work, assessment tasks and examinations and provide feedback in an effective, professional, and timely manner.
- Completes all academic and wellbeing reporting requirements in an accurate, caring, timely and efficient manner.
- Ensures that roll marking procedures for attendance are fulfilled according to School policy.
- Supports the administrative needs of the Head of Department (including Head of Primary), Year Adviser, and Principal (or delegates) as required when preparing for programs and events outside the normal routine.
- Monitors the absentee rates of individual students and respond in line with School policy.
- Maintains accurate records in relation to student issues and ensures the security and confidentiality of information.

LIFE OF THE SCHOOL: Supports the Principal in developing and maintaining the professional culture and safe work environment, upholding the school as a Christian community

- Actively supports and engage with the Christian identity and purpose of the School.
- Models an authentic Christian life.
- Upholds the values and expectations in the Staff Code of Conduct.
- Treats colleagues, students and parents with dignity, respect, and the utmost professionalism.
- Supports colleagues in their ongoing professional learning journey by sharing resources and expertise.
- Commits to personal and professional growth through active participation in the School Professional Development strategy.
- Participates in co-curricular activities.
- Assists in monitoring a safe and secure school environment for self, staff, and students.
- Contributes to the development of policy, procedures and processes and provide recommendations to the Heads of School, Heads of Departments, Year Advisers and or Primary School.

ROLE INTERACTIONS

Liaises directly with:

- Senior Leadership and Executive, and particularly:

Primary: Head of Primary/Deputy Head of Primary

Secondary: Head of Secondary, Assistant Principal Learning, Head of Department

- Learning Enrichment team
- Wellbeing team, including for Secondary: Year Advisers and Mentors
- Department and wider Teaching team
- Parents and students

REQUIREMENTS (qualifications, knowledge, skills, abilities, behaviours)

- relevant Teaching degree, with current NESA accreditation
- effective and creative teaching, with capacity to teach across stages
- excellent communication skills to effectively communicate subject concepts
- demonstrated strategies to cater for a variety of learners and needs
- desire to work as an integral part of the faculty and wider school team
- flexibility and resilience to respond to a dynamic learning environment
- evidence of a relational approach to colleagues, students and parents
- effective organisation and the capacity to fulfil administrative and assessment requirements of a teaching role
- competency with information technology relevant to the teaching, learning and administrative aspects of role in a school
- resourcefulness and initiative
- First Aid certificate

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties.