

POSITION DESCRIPTION

Teacher

The teacher supports 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 (including Primary) and reports to his/her Learning Leader/Stage Leader. 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

- Community
- Learning
- Wellbeing
- Administration

1. Supports the Principal in developing and maintaining the professional culture and safe work environment, upholding the School as a Christian community

- Actively supports and engages 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 provides recommendations to the Heads of School, Learning Leaders, Community Leaders and or Primary School Executive for improvement

2. Supports the Principal in the ongoing development of the school as a centre of learning

- 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 the School's assessment and reporting procedures are followed
- Differentiates the curriculum and program according to the identified needs of the students in his/herclass

- 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 Learning Leaders, Stage Leaders, 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 so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students, and shares 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 Learning Leader/Community Leader/Stage Leader 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

3. 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
- On time attendance of 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
- Inform Community Leader/Learning Leader/Assistant Principal Wellbeing/Primary Executive/Head of Primary of significant wellbeing matters

4. 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 provides 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 Learning Leader (including Head of Primary), Community Leader, Stage Leader and Principal (or delegates) as required when preparing for programs and events outside the normal routine
- Monitors the absentee rates of individual students and responds in line with School policy
- Maintains accurate records in relation to student issues and ensures the security and confidentiality of information