

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 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.

REPORTING RELATIONSHIPS

- Head of Department/School
- Principal

AREAS OF RESPONSIBILITY

- Learning
- Wellbeing
- Administration
- Life of the School

Learning: Support the Principal in the ongoing development of the school as a centre of learning and excellence

- Create a climate in the classroom where academic rigour is valued.
- Value class time and manage students and preparation so that students learn effectively.
- Deliver engaging and effective lessons as an outworking of syllabus and program documents.
- Prepare thoroughly for lessons.
- Provide informative, timely feedback.
- Ensure that the School's assessment and reporting procedures are followed.
- Differentiate the curriculum and program according to the identified needs of the students in his/her class.
- Collaboratively develop teaching and learning programs and activities according to the relevant syllabus and school (Primary/Secondary).
- Integrate a broad range of ICT strategies into teaching and learning.
- Collaborate with Heads of Departments, members of the Department/Stage, and other teachers, in the development of programs.
- Keep informed about matters relating to curriculum development.
- Available for, and participate in, Student Progress Meetings.
- Actively participate in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students, and share this learning.
- Maintain Teacher Accreditation according to NESA and School requirements, and in so doing, demonstrate the achievement of the seven Australian Professional Standards for Teachers at the appropriate level.
- Actively participate in Department (Faculty or Primary) and Year Level meetings and/or other committees.
- Inform the Head of Department /Year Adviser of significant academic and/or pastoral matters.
- Respond to parent enquiries in a professional, timely and efficient manner.
- Encourage and nurture partnership with parents in student learning.

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

- Nurture, support, and guide a Mentor Group or Primary School class.
- Be punctual to all lessons, Mentor sessions, year assemblies and other events.
- Create a climate of warmth that develops a cohesive group.
- Participate in Mentor and Wellbeing programs with Mentor Group/Primary class, year group and in school-wide initiatives, including camps.
- Ensure that students follow student expectations.
- Develop awareness of students' involvement in the school and accurately report on co-curricular involvement.
- Inform Year Adviser/Head of Department/Assistant Principal Wellbeing/Primary Executive/Head of Primary of significant wellbeing matters.

Administration: Support the Principal to ensure the effective and efficient administration of the school

- Complete all requirements in relation to the marking of student work, assessment tasks and examinations and provide feedback in an effective, professional, and timely manner.
- Complete all academic and wellbeing reporting requirements in an accurate, caring, timely and efficient manner.
- Ensure that roll marking procedures for attendance are fulfilled according to School policy.
- Support 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.
- Monitor the absentee rates of individual students and respond in line with School policy.
- Maintain accurate records in relation to student issues and ensures the security and confidentiality of information.

Life of the School: Support the Principal in developing and maintaining the professional culture and safe work environment, upholding the school as a Christian community

- Actively support and engage with the Christian identity and purpose of the School.
- Model an authentic Christian life.
- Uphold the values and expectations in the Staff Code of Conduct.
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism.
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise.
- Commit to personal and professional growth through active participation in the School Professional Development strategy.
- Participate in co-curricular activities.
- Assist in monitoring a safe and secure school environment for self, staff, and students.
- Contribute 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, 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)

Technical:

- relevant Teaching degree, with current NESA accreditation
- effective and creative teaching, with capacity to teach across stages
- demonstrated strategies to cater for a variety of learners and needs
- competency with information technology relevant to the teaching, learning and administrative aspects of role in a school
- First Aid certificate

Interpersonal:

- excellent communication skills to effectively communicate subject concepts
- 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
- resourcefulness and initiative
- active faith and demonstration

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