

Title	Secondary School Teacher	Career Group	Teaching
Classification Level	Band 1	Immediate Responsible Officer	Deputy Principal - Teaching & Learning
Sub-school/Location	Middle and Senior Schools, Strathalbyn	Executive Leader	Principal

## PURPOSE OF THE POSITION

Teachers in the Secondary School are accountable to the Principal for the delivery of a high quality teaching program in their subject/s of responsibility. Duties of teachers also include student pastoral care and student supervision during allocated periods.

## ADDITIONAL REPORTING RELATIONSHIPS

Teachers are also responsible to Pastoral Care Leaders for matters relating to student pastoral care and to the Executive Director of Teaching & Learning for curriculum, pedagogy, assessment and professional development.

## A CHRISTIAN EXAMPLE

Each employee is required, in connection with their work, to behave in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in Policy A2.01 Vision, Mission, Core Purpose, Statement of Faith and Core Values. They provide a specifically Christian role model and example:

- to all students and families associated with the School, as well as others outside the School community;
- of a faith-filled and Christ-centred life;
- performing their role diligently and with a servant heart; and
- showing that the body of Christ has many parts, and each part has a role to play that other parts are dependent upon, just as each employee is dependent upon others.

In their interactions with students, parents, other staff, contractors and visitors, employees will be sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ.

## SUMMARY OF WORK RESPONSIBILITIES

1. Responsible for teaching by:
  - a. Understanding the curriculum and developing approaches that support the Christian ethos of the School;
  - b. Maintaining current knowledge of Australian Curriculum, SACE curriculum and subject requirements;
  - c. Programming units of work referenced to the SACE Curriculum, Australian Curriculum and goals set by the Learning Leadership Team;
  - d. Planning and teaching well-structured and engaging learning sequences using a range of teaching strategies, resources, assessment and relevant ICT;

- e. Interpreting student data to improve programs and set learning goals including individual education plans (IEP's);
  - f. Differentiating teaching to meet the full range of learning abilities and needs;
  - g. Motivating and stimulating student interest in the subjects taught;
  - h. Assessing student work, including the use of consistent and comparable marking and accurate records to provide timely and effective feedback on student progress;
  - i. Preparing written reports on student progress and achievement;
  - j. Preparing for and participating in parent teacher interviews;
  - k. Attending evenings/events relevant to the Middle/Senior School; and
  - l. Setting and maintaining a classroom environment that has safety, care, wellbeing, justice and restoration central to its practices, in harmony with School policy and expectations.
2. Contributes to a safe and healthy workplace by:
    - a. following WHS instructions and policies;
    - b. reporting accidents and hazards;
    - c. generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction; and
    - d. actively participating in rehabilitation and return-to-work programs.
  3. Engages in professional learning, development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
  4. Attends, and contributes to staff, team and faculty meetings and, where appropriate opportunities present, becoming involved in the life of the School and School events.

#### **ESSENTIAL CRITERIA**

Attributes that must be held in order to perform the job to a satisfactory standard.

#### **General requirements**

1. Have a sincere faith in Jesus Christ and are involved in their local church community
2. Are passionate about Christian education and integrating a Christian biblical worldview into curriculum, pedagogy and their professional witness and relationships with students and the wider school community

#### **Qualifications, education and professional memberships**

- Registered, or eligible for registration, with the Teachers Registration Board of South Australia

#### **Abilities, aptitudes and skills**

1. Ability to relate well to students, staff and parents.
2. A high degree of initiative and flexibility in their approach managing students.
3. Actively works with colleagues towards resolution of student learning issues.
4. Willingness to assist and be assisted by colleagues so that overall objectives across the Senior School can be met.
5. Commitment to the overall well-being of students in order to achieve success.
6. Maintain the confidentiality of information according to privacy requirements.
7. Familiar with the requirements and implementation of the Australian Curriculum and SACE.
8. Must show initiative, demonstrate thorough administration practices, be well organised and follow events through to their completion.

9. To have clear, timely and constructive communication with colleagues, parents and the wider community.

**DESIRABLE CRITERIA**

Attributes which are not essential to job performance, but which enhance or extend performance.

**Knowledge**

1. Sound working knowledge of Microsoft Office 365 applications, including Teams.
2. Application of Christian School Australia's God's Big Story framework.
3. Embedding Aboriginal and Torres Strait Islander histories and cultures in curriculum planning, development and evaluation.

**Experience**

1. Use of Synergetic school management system.
2. Use of Canvas learning management system.
3. Use of education support applications, including CurriculumTrak and Accelerus (reporting).

**AGREEMENT**

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Officer and their Executive Leader to support the School's compliance with its legislative obligations. The Immediate Responsible Officer may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE: *Date*

NAME:

IMMEDIATE RESPONSIBLE OFFICER: *Date*

NAME:

EXECUTIVE LEADER: *Date*

NAME: