

## **POSITION DESCRIPTION and WORK PROFILE**

### **Secondary School Teacher – Humanities**

#### **ROLE**

This position requires a teacher with the primary focus of teaching Geography to Year 12 level with the ability to teach History being an advantage.

Teachers at Ormiston College are responsible for the planning, preparation and delivery of effective teaching and learning programs for every student in their care. They are expected to contribute to the establishment and maintenance of supportive learning environments, and to the College's aims, objectives, and ethos, through classroom and co-curricular activities. Enthusiasm, motivation and an ability to work unsupervised are personal attributes which are highly regarded.

#### **MANDATORY REQUIREMENT**

Registration or eligibility for registration with the Queensland College of Teachers.

#### **SELECTION CRITERIA**

Selection of the successful candidate will be based upon responses to the following selection criteria, and to information provided in the work profile.

SC1: Ability to devise and implement teaching and learning programs and practices that:

- develop students' language, literacy and numeracy
- are intellectually challenging and connect with the world beyond school
- value diversity
- incorporate the use of information and communication technologies
- are consistent with relevant syllabi, curriculum and education trends
- incorporate effective assessment and reporting of student learning.

SC2: Ability to communicate effectively with students, staff, and members of the wider community to:

- support the social development and participation of young people
- create safe, supportive and stimulating learning environments
- foster effective relationships with families and the community
- contribute to effective professional teams.

SC3: Demonstrated involvement in reflective practice, professional renewal and ongoing contribution to the teaching profession.

SC4: An understanding of, and commitment to, the aims, objectives, and ethos of Ormiston College, in both its curricular and co-curricular programs.

## WORK PROFILE

### REPORTING RELATIONSHIPS

The occupant of any teaching position reports to the Head of the relevant Department (HOD), Heads of Schools and the Headmaster (or their delegates).

### CURRENT RESPONSIBILITIES

The **accountabilities** of the role of Teacher are to:

- Plan, prepare and deliver quality and effective teaching and learning programs.
- Support students through interaction with them in a variety of settings and through the active development of supportive learning environments.
- Provide for the physical, social, cultural and emotional wellbeing and physical safety of students and encourage the formation of the foundations of character, responsibility, initiative and integrity, social awareness and good citizenship, as well as inspiring within them a thirst for lifelong learning.
- Assess students for developmental, feedback and reporting purposes, and maintain student records and samples of work and report on student performance to students, and parents.
- Participate in the collaborative development and evaluation of curriculum and regularly monitor, through observation and evaluation, the effectiveness of the learning/teaching program.
- Establish and maintain appropriate interpersonal relationships between the College and community.
- Maintain teaching competency and currency of knowledge of relevant curriculum programs and participate as appropriate, in school decision making processes and professional development activities.
- Uphold the ethos of Ormiston College at all times.

**Key duties** of this position are to:

- Have an understanding of each child's background, monitor academic progress and social development of each student to ensure that he/she works fully to develop his/her own potential, while being cognizant of those with academic, personal and/or social problems, and to inform a Senior Teacher and/or the Head of School regarding any student problems or difficulties as soon as is practicable.
- Ensure that a regular, varied program of homework is set to guide students into a constructive homework and study routine.
- Establish and maintain a classroom environment effective for on-task, quality learning to occur.
- Effectively utilise the support and intervention practices of College policies, guidelines and processes, and ensure all State and Commonwealth regulations and legislation (eg Mandatory Reporting Requirements) are adhered to.
- Ensure that all students are aware of the Code of Behaviour and the purpose of the requirements set out; that students are aware of school expectations, philosophy, its history and motto and reinforce these regularly to foster school pride and positive values and monitor adherence to school rules throughout the school, and encourage courtesy, punctuality, and the correct wearing of the College uniform.
- Ensure that all classroom routines are orderly, lessons are well prepared, and the classroom left neat and tidy at the end of each lesson.
- Ensure that parent-teacher communication is regular and relevant; that all students are issued with communication pieces for parents and that children are aware of important events and items, and that all student records are accurate and up to date, and that parents are contacted where necessary regarding student development.
- Class teachers are expected to undertake extra-curricular activities and may be expected to attend staff discussion meetings and/or days outside normal school hours. All teaching staff are required to attend weekly staff meetings.
- Encourage students to participate fully in the extra-curricular life of the College.
- Contribute to the co-curricular program of the College.
- Perform other duties as required by the Heads of School or the Headmaster.

## **APPLICATION PROCESS**

Applications should address each of the Selection Criteria, provide their current CV and the name and contact details of two professional referees.

Applications should be emailed to: [humanresources@ormistoncollege.com.au](mailto:humanresources@ormistoncollege.com.au)

The position title should be included in the Subject Line of the email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

## **ADDITIONAL INFORMATION**

This is a permanent, full time position commencing January 2019. A competitive salary will be offered in line with qualifications and experience. Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement.

Further information about the College can be accessed at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au). More detailed information regarding this position may be obtained by contacting the Deputy Head of College, Mrs Lee Catterall on 3821 8999.

Applications for this position close at **3pm on Friday 12 October 2018**.