



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

SECONDARY SCHOOL TEACHER

POSITION TITLE:	Secondary School Teacher
SUB-SCHOOL:	Secondary
LINE MANAGER:	Head of Secondary School.
REPORTS TO:	Head of Department/Deputy Head of Secondary School – Curriculum and Pedagogy
COMMENCEMENT DATE:	1 January 2020
TENURE:	Permanent Full-time (1.0 FTE)

Primary Role/Purpose:

The Secondary School Classroom Teacher is responsible for the implementation of teaching and learning activities through:

- Providing direction, supervision and care for student(s) in relevant classes;
- Effective delivery of the curriculum;
- Maintaining professional standards;
- Effective classroom management; and
- Emphasising the Christian ethos of the College.

Relationships and Authority

This person reports to the Head of Secondary School through the Head of Department.

Key Accountabilities:

Curriculum

- Teach classes as allocated;
- Plan and organise valid lesson programs for effective learning to occur using relevant internal and external curriculum planning guidelines;
- Differentiate the curriculum to cater for the range of abilities, interests and backgrounds of all students;
- Develop, construct and implement a range of balanced assessment tasks to provide students with the opportunity to demonstrate their knowledge and skills across a range of learning styles and achievement levels, including the highest level;
- Evaluate assessment tasks and maintain records of student achievement through relevant systems such as SEQTA;
- Provide timely and appropriate feedback to the individual student and parents as directed;
- Moderate student performance to ensure consistent standards across the College;
- Report constructively through open communication with parents; by the way of interview, telephone conversation, email communication, student reporting processes and the maintenance of anecdotal records;
- Become informed about students learning characteristics and academic capabilities through the development of individualised learning programs; and
- Utilise the schools' on-line learning management tool SEQTA.

Professional Standards

- Maintain a current knowledge of pedagogy, including the College Teaching and Learning Framework, and subject disciplines;
- Attend professional development activities to improve teaching methods, pastoral skills and knowledge;
- Comply with professional legislated mandatory reporting requirements;
- Actively participate in College performance and development cycle;

- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for the students;
- Keep an accurate and annualised record of progress against the National Professional Standards for Teachers; and
- Attend all meetings as designated.

Classroom Management

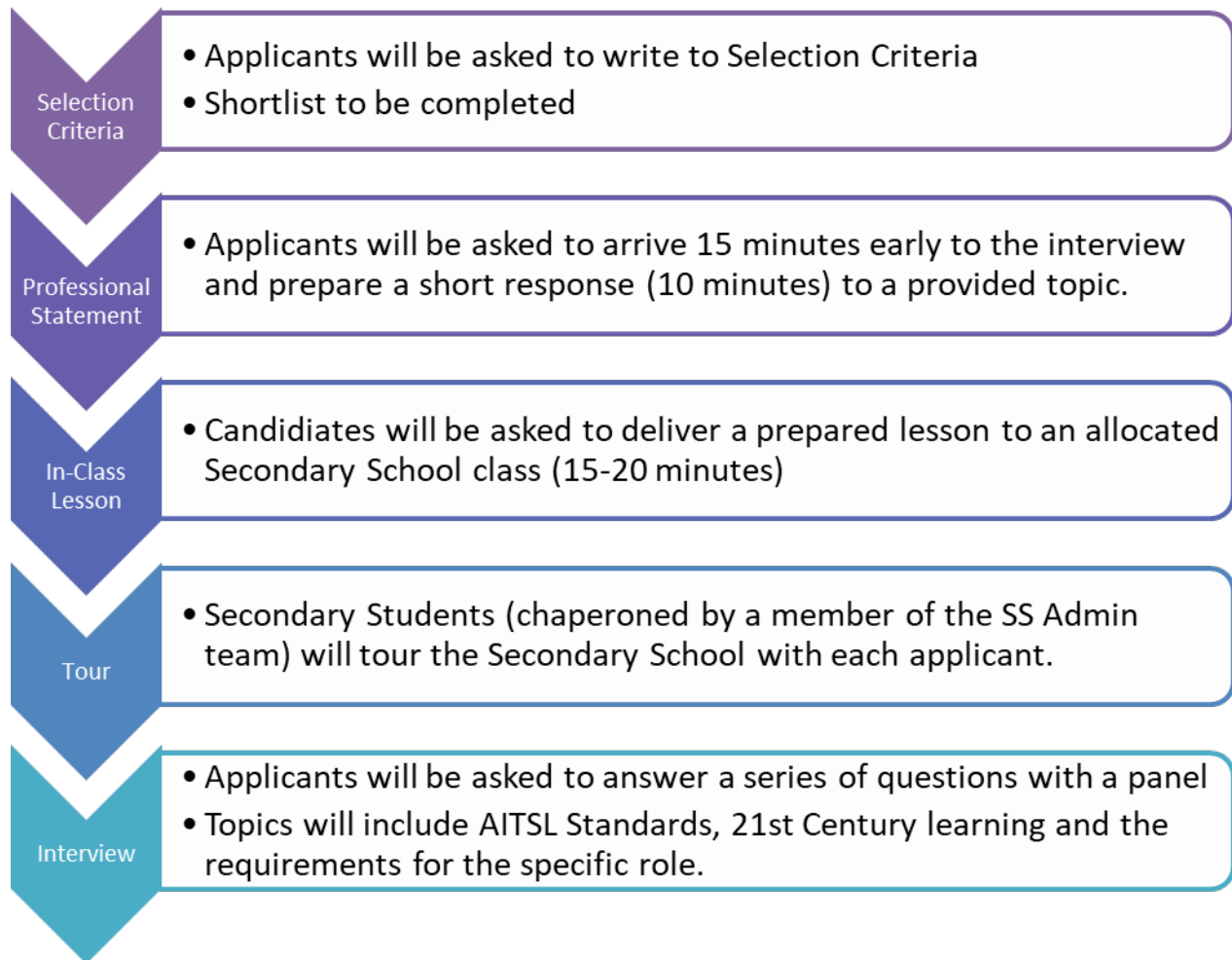
- Apply effective behavior management techniques consistent with the Building Responsible Behaviours Guidelines, which are based on recognised theories of behavior and reflect the College ethos, such as Restorative Practice;
- Have knowledge of and advise students of the College's Code of Conduct;
- Maintain an accurate daily roll via SEQTA;
- Encourage and direct students to meet expectations for appropriate behavior;
- Deal with students in a courteous, firm, consistent and respectful manner at all times;
- Take responsibility for managing inappropriate College behavior;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a positive learning environment where students feel safe to risk full participation;
- Demonstrate strategies to create a positive environment supporting student effort and learning; and
- Monitor student progress and liaise with the relevant staff regarding student individual learning needs.

Pastoral Care

- Take responsibility for the pastoral needs, duty of care and standards behavior of all students inside and outside the classroom;
- Strengthen students' faith development through participation in devotion/worship and teaching Christian Studies within the curriculum (as required);
- Report irresponsible or improper behavior that is beyond normal classroom management techniques to the relevant staff; and
- Be active as a Home Group teacher in accordance with the role description.

Other

- The undertaking of co and extra-curricular activities is expected according to the Enterprise Agreement and Local Workload Agreement;
- Comply with the accepted dress code of the College as outlined in the Staff Handbook;
- Exhibit personal behavior reflective of the ethos and Mission Statement of the College;
- Follow Workplace, Health and Safety procedures; and
- Perform other reasonable duties as directed by the Principal.



Selection Criteria

- SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents and staff;
- SC3** An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of the classroom and in pastoral care;
- SC4** Demonstrated use of a range of effective learning strategies to ensure the needs of all students' needs in the classroom is met;
- SC5** Demonstrated skills in and understanding of the development and implementation of integrated units of work; including the use of documented planning assessment procedures to ensure high standards of learning occur; and
- SC6** Demonstrated ability to contribute in a professional learning community which values teamwork and teacher leadership.