



Teacher – Middle & Senior School

Role

- Be responsible to the Head of School for the standard of teaching and learning in classes.
- Perform all teaching duties in a professional manner and in accord with the ethos of the College.
- Develop suitable teaching/learning plans for all classes taught and submit these for inspection as requested by the Head of Department, Head of School or delegate.
- Ensure that tests are set and other assessment procedures are followed in a manner that ensures fair and valid assessment and the maintenance of proper standards, in accordance with ACARA and QCAA guidelines.
- Cooperate and work with fellow teachers in professional development associated with teaching.
- Attend all staff meetings and briefings as directed.

Professional Qualities

- Provide leadership by example in professional attitudes and growth, pedagogical excellence, command of subject matter, subject area organization and concern for students.
- Ensure that students are encouraged and assisted to establish and maintain the highest standards of academic excellence of which they are individually capable.
- Keep abreast of current educational developments, particularly in relation to the relevant year level taught.
- When ready and appropriate, supervise the practicum of teachers in training.
- Attend in-service opportunities or in-service training as appropriate, with the aim of maintaining currency of professional knowledge.
- Be committed to the development of the professional self in accordance with the Australian Professional Standards for Teachers.
- Cooperate with other staff to develop and maintain a culture of high professional standards and mutual support.

Library and Resources

- Be familiar with resources, including digital resources, relevant to the subject area.
- Inform the library staff, with adequate notice, of topics and units of study in the subject area taught to enable the collation, preparation and acquisition of resources.
- Work with the Library staff in encouraging students to use Library facilities and resources effectively.

Relationship with Parents

- Develop and maintain a relationship with all parents based on mutual respect and cooperation.
- Establish and maintain open friendly channels of communication.
- Consult with parents as appropriate regarding all aspects affecting the learning of their children.

Extracurricular Activities

- Participate in extracurricular activities as appropriate according to ability and capacity.

Student Pastoral Care

Provide leadership in pastoral care to of students by:

- Readily identifying with them.
- Being available to offer counsel to them.
- Showing by example Christian compassion and care when dealing with other people in the course of duty.
- Being available to, and easily identified by, parents of students in your class.
- Ensuring that communication lines between the College and students are met through the circulation of the Daily Notices.
- Maintaining discipline among students in terms of the daily attendance check, weekly diary check, uniform and appearance check and the general behaviour of students.
- Settling new students into the care group with warmth and welcome.
- Reporting on students at the end of each semester in terms of their character profile.

General

- Show a pastoral concern for other teachers in a personal as well as a professional capacity.
- Ensure that the selection and presentation of subject matter and of attitudes and values is in sympathy with the Christian gospel, Christian teachings and ethics, and the confessions of the Lutheran Church of Australia.
- Attend College worship services and other College events as directed.
- Create a positive image of the subject area, of self and the subject among the staff, students and parents.
- Encourage students to engage in extra-curricular activities related to the subject (e.g. competitions, camps, exhibitions, workshops, gallery visits).
- Monitor all classroom equipment and furniture to ensure it remains in good working condition and in compliance with Workplace Health and Safety regulations.
- Participate in the activity of Yard Duty and maintain an environment where children feel safe both inside and outside the classroom.

Working Conditions

- Duties and responsibilities as a teacher within a Lutheran school are outlined in the Award governing Teachers in Queensland Independent Schools and in the Lutheran Schools current Enterprise Bargaining Agreement Schedule 2, between the Lutheran Church of Australia (Queensland District) Schools Department and the Queensland Independent Education Union.

Workplace Health & Safety

- The objective of the WH&S Act 2011, is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WH&S obligations on certain persons who may affect the health and safety of others.
- Peace Lutheran College Staff are accountable for the day to day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the Work Health and Safety Plan (see PLC intranet).
- Management has the major responsibility for establishing safety policies and procedures however, most of what is planned and established must reach the staff on the job by way of supervisors and staff who are in frequent and close association with workers and students.

Specific duties include:

- Setting the example for all workers and students as required to follow and implement the College Workplace Health Safety Policies and Procedures as detailed on Staff Intranet;
- Preparing standard operating procedures to control the operations of their work area as part of the Teachers Lesson Plan and/or work procedures for other work areas for non-teaching staff;
- Discuss the safety aspects of all operations with their workers and students as required which should be included in Lesson Plans and/or other work area procedures (see Code of Conduct points 5.1 – 5.14);
- Advise workers and students as required under their control the location of first aid facilities, fire protection facilities, evacuation procedures and other emergency procedures;
- Where possible ensure that all workers or students have undertaken adequate safety instruction and job training as required to undertake a task;
- Investigating all incidents, for which they were the Staff member in charge, to determine causes and corrective actions needed to prevent a recurrence.
- Complete the Incident Report Form or a site based form meeting the same requirements. This report should be available to management for review on the next working day;
- Report any workers or students as required fail to discharge their health and safety requirements to the WH&SA and/or the Principal

I.....as “Teacher - Middle/Senior School”
have read and understood the Role Description as outlined above.

Signed.....Date.....