



## TEACHER

# POSITION DESCRIPTION

### Job Title

Teacher

### Classification

The classification of teachers and conditions of appointment are as those contained in the Queensland Lutheran Schools Single Enterprise Agreement (2016).

### Qualifications

- Teacher Registration in Queensland
- Graduate and/or Post-Graduate qualifications relevant to the position

### Organisational Relationship

**Reporting To:** Head of Department or Subject Co-ordinator, Heads of Sub-Schools

**Accountable To:** Head of Department or Subject Co-ordinator, Heads of Sub-Schools, Principal

### Position Objectives

A teacher at St Andrews supports the mission and ministry of the College as he/she competently teaches and pastorally cares for students within the College.

### Mission Focus

Teachers will promote the mission of the College by:

1. Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St Andrews Lutheran College;
2. Working closely with, and being guided by the Chaplain in spiritual matters;
3. Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships;
4. Promoting educational excellence in all aspects of school life (curricular and co-curricular);
5. Personally modelling the attributes of a lifelong learner (inner learning, complex thinking, community participation, collaborative learning and quality production);
6. Maintaining harmonious relationships and resolving conflict through following the College's Round Table Policy/Restorative Practices;
7. Fostering the development of a learning community through collaborative and servant leadership;
8. Assisting the Principal in setting the tone of the College: one which is orderly, industrious, respectful and harmonious;
9. Exercising effective management and administration to facilitate the educational process; and
10. Investigate areas of concern, problem-solve and in collaboration with the Principal engage policies and action to enhance the educational and spiritual mission of the College.

## **Specific Duties of the Role: Middle and Senior School Teacher**

(See attached, *Code of Ethics for Teachers*.)

### **1. Inner Learning**

- Attend Chapels, assemblies as required and exercise appropriate supervision
- Participate in annual Staff Retreat
- Maintain Teacher registration including requirement for 30 hours documented professional learning per year
- Undertake theological study/accreditation processes as required by Lutheran Education Australia including Pathways (all teaching staff) and Equip (for the teaching of Christian Studies). This is generally conducted during the teacher's own time.
- Participate in Teacher Annual Reviews
- Participate in Staff Development Sessions and Staff Meetings as required
- Participate in Professional Learning Community through coaching/team participation, as required.

### **2. Collaborative Learning**

- Participate in collaborative planning meetings as required (normally during scheduled release time and after school)
- Maintain a safe and orderly classroom and out-of-class environment and apply the College's Behaviour Management and Restorative Practices guidelines.
- Use the principles of Matthew 18 and Restorative Practices to resolve conflicts with other staff, volunteers and/or parents (see attached)

### **3. Community Contribution**

- Participate in at least one aspect of the co-curricular programme of the College
- Maintain current First Aid certificate if required by role
- Attend to duties such as yard and sport supervision punctually and diligently
- Participate in year level/subject excursions and camps
- Attend whole school and P&F functions e.g. Presentation Night, Fete as required
- Participate in parent-teacher interviews, information nights, expos etc as required.
- If required to supervise sport, maintain an acceptable level of understanding or preferably coaching of the sport.
- Where appropriate incorporate service-learning into school learning experiences.

### **4. Complex/Creative Thinking**

- Meet College requirements for unit and lesson planning, work programmes, scope and sequence charts within the required timeframe
- Meet College requirements for assessment, examinations, reporting and evaluation
- Meet College and legal requirements for students with special needs
- Maintain up-to-date knowledge and application of QCAA processes and guidelines
- Contribute to and submit new and amended QCAA work programmes within the required time frame
- Submit QCAA submissions, forms, SAIs etc within the required time-frame and with due diligence
- Meet AQTF and QCAA requirements for VET subjects

- Maintain current knowledge of and skill in using current Information Technology relevant to student learning
- Be prepared to teach in an integrated or trans-disciplinary manner if/where required.

## 5. Effective Communication

- Ensure all written communication to parents or the wider community is written in correct, clear English and is checked by the Head of Sub-School
- Ensure all written communication follows the Style Guide for correct use of the College logo and corporate image.
- Document lesson plans, work programmes as required
- Keep appropriate records of students' learning and assessment

## 6. Quality Production

- Exercise a high standard of duty of care whenever in the presence of students or volunteers, whether or not in a role of responsibility at the time.
- Ensure all rolls and registers are maintained diligently
- Demonstrate respect and care for property and equipment
- Ensure students' use of information technology is properly supervised to ensure safe and acceptable use
- Abide by the College's Workplace Health and Safety guidelines
- Follow College procedures for Risk Management when conducting activities, excursions or camps
- Follow College's ordering and budgeting procedures
- Follow College's procedures for applying for leave. (Note: sick leave is only available after it has been accrued)
- Follow the College Dress Code
- Ensure classrooms used are neat and orderly

## 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 Queensland Lutheran Schools Single Enterprise Agreement (2016) Schedule 3 and between the Lutheran Church of Australia (Queensland District) Schools Department and the Queensland Independent Education Union.

## Other Requirements

All staff at St Andrews are expected to:

- Convey to the public a positive image of the College.
- Abide by the Code of Ethics explained in the College's Child Protection and Valuing Safe Communities policies i.e. *Staff Code of Ethics for Safe and Professional Relationships*
- Ensure that the College is not used to promote the teacher's own particular denominational or religious belief, behaviour or practice where these are not the practising ethos of the College.
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the College, in consultation with the College's Compliance Officer.
- Participate in staff training and development activities to assist in the achievement of individual/work goals. Hold a current driver's licence if the position requires the teacher to transport others and inform the Principal of any changes to the status of a driver's licence.
- Abide by the College Privacy Policy.
- Abide by the non-smoking policy of the College.

## Work Place Health and Safety Requirements

As a staff member you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care for the health and safety of all others (students, colleagues, contractors, parents and other visitors to the College) including the implementation of risk control measures within your control to prevent injuries or illnesses.
- Comply with any reasonable instruction in relation to Workplace Health and Safety.
- Co-operate with any reasonable policies and procedures of St Andrews Lutheran College including the reporting of all hazards or incidents, including near misses, via the ERM reporting channel
- Ensure that all work areas and equipment under your control are safe and without risk to the health and safety of others
- Maintain the highest possible standard of housekeeping within your area of control
- Other responsibilities as outlined in the St Andrews Lutheran College WHSMS (Workplace Health and Safety Management System)

## Appendix : Matthew 18, Restorative Practices and the Round Table:

As a College we seek to develop a harmonious and supportive environment and also to put a stop to any harassing or discriminatory behaviour. We use restorative practices to bring about reconciliation between the parties in the spirit of Matthew 18:15 and repair of harm that has been caused. It is normative for members of our community, including staff and students to resolve conflict and address issues such as discrimination and harassment by a process involving ideally personal resolution and/or mediation.

The process we recommend if a staff member has a concern is:

1. Take it up in the first place with the person responsible. Focus on the issue, not the personality.
2. If the resolution is not achieved, approach the person with someone who can mediate.
3. Go to the person's immediate supervisor to seek resolution. The supervisor may recommend a Round Table.

***(Please Note: this process is not recommended for dealing with alleged sexual abuse or other unlawful or very serious issues.)***

### Round Table

Generally mediation involving staff, students and/or parents at St Andrews involves a structured conversation facilitated by a trained person according to our Round Table Policy. While strongly encouraged, involvement in the Round Table is normally voluntary and in some situations is not recommended or permitted. In situations where wrongdoing has been admitted by a student or staff member, or when it is part of a disciplinary procedure, involvement in a Round Table may be required. Restorative Practices help to provide an orderly, harmonious and secure environment in which all people are able to realise their full positive potential without interference from others.

See also the more detailed St Andrews Policies: *Complaints and Conflict Resolution Policy*, *Round Table Policy* and Lutheran Education