



POSITION DESCRIPTION

Position title:	Secondary School Teacher		
Reports to:	Dean of Secondary Operations and Strategy		
Classification:	Dependant on experience		
Department:	Senior School		
Location:	All Souls St Gabriels School Charters Towers		
Nature of employment:	Casual		
Salary	Dependant on teaching experience		
Contact officer:	name:	Annabelle Costello	
	phone:	07 47871433	
	email:	employment@allsouls.qld.edu.au	

About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational day and boarding School offering education from Pre-Prep to Year 12 within the Anglican tradition. Located in Charters Towers, 130 km west of Townsville, the School serves students from across Queensland and the Northern Territory. Charters Towers is a renowned educational hub, home to several well-established boarding Schools.

The position

The Secondary School Teacher is responsible for delivering educational programs in one or more academic, technical, or vocational subjects for students in Years 7-12 on a casual relief basis.

This role involves supporting and guiding students to enhance their learning and improve outcomes through:

- Direct teaching and engagement with students.
- Participating in various teaching-related responsibilities.
- Undertaking additional duties as assigned by the Headmaster or their delegate, in alignment with the School's requirements.



Main Objectives

1. Professional Teaching and Learning
 - a. Curriculum
 - b. Pedagogy
 - c. Assessment and Reporting
2. Pastoral Care of Students
 - a. Pastoral Care
 - b. Behaviour Management
3. Developing and Maintaining Positive Relationships
4. Effective and Efficient Administration
5. Meet Workplace Health & Safety Obligations

What you will do

1. Professional Teaching and Learning

a) Curriculum

- Deliver a comprehensive learning program;
- Know relevant curriculum documents and guidelines and apply them;
- Share teaching resources with other teachers; and
- Follow School and Department policy in relation to academic matters including assessment, work programs development and their implementation

b) Pedagogy

- Identify individual learning needs and styles, and plan experiences that enable all students to achieve success;
- Know and understand a range of learning methodologies and technologies and their application in the classroom;
- Address students' varying abilities in teaching practice; and
- Keep abreast of changes in general and subject-specific pedagogy.

c) Assessment

- Maintain accurate and comprehensive records of student progress and achievement;
- Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning;
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the School;
- Demonstrate a comprehensive knowledge of expectations of student performance and learning outcomes as indicated by state and national assessment measures and by interpreting and communicating them to colleagues; and



2. Pastoral Care of Students

a) Pastoral Care

- Take responsibility for the pastoral needs of students;
- Liaise between parents, Subject Teachers, Boarding Residents and Co-ordinators of Junior Secondary or Senior Secondary to support the learning needs of students;
- Refer matters of concern in relation to students to the relevant Co-ordinators, Head of House, Dean of Students and parents (as per policy & procedure);
- Implement any Pastoral Care Policies and Programs in particular:
 - building rapport with individual students;
 - encouraging the growth of self-esteem in each student; and
 - identifying academic and personal issues which are impacting of the growth and development of each student.

b) Behaviour Management

- Establish and maintain an orderly, co-operative and task-oriented learning environment and adhere to timelines for completion of work;
- Set and adhere to timelines for completion of work;
- Make all reasonable efforts to manage the behaviour of students effectively with the directions of All Souls St Gabriels School policies and procedures;
- Negotiate and implement effective consequences and strategies to assist students who negatively impact on teaching and learning;
- Respond appropriately to student misbehaviour, with calmness, respect and avoiding recourse to aggressive behaviour, and identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions;
- Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required.

3. Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of a School team;
- Exercise effective communication skills with students, colleagues, parents and others;
- Establish positive and effective relationships with students and encourage in them a positive and appropriate sense of self-worth;
- Participate in partnerships with colleagues to reflect critically and constructively upon and improve teaching and learning practice;
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School;
- Communicate information appropriately when necessary in the interests and well-being of the All Souls St Gabriels School community.



4. Effective and Efficient Administration

- Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records;
- Meet and teach students at designated locations and times, and model high standards of punctuality, dress, language and other standards and expectations in the School;
- Attend professional development activities to improve teaching and pastoral care skills;
- Develop and maintain effective professional partnerships with other staff;
- Undertake supervision duties, including playground/yard duty, diligently;

5. Meet Workplace Health & Safety obligations

- Strong understanding of the principles of Workplace Health & Safety as they apply in the School
- Ensure compliance with the School Workplace Health & Safety policy and all ASSG policies with specific focus on reporting and documenting of any WH&S situations

Our ideal candidate

Personal Skills and Attributes

- be vitally concerned about the needs of students;
- ability to communicate sensitively and confidentially with parents and students;
- have a high degree of teaching competence and be highly organised;
- demonstrate a high degree of flexibility in his/her approach to dealing with students and in the teaching methodologies employed;
- be able to work collaboratively with other staff members and build positive relationships with others;
- strive for honesty and integrity;
- have a high degree of computer literacy ;
- demonstrate a high level of organisational skills;
- have a professional outlook on teaching and the needs of students;
- have an ability to adapt to a new and changing environment; and
- be prepared to undertake additional professional development.

Mandatory

- Queensland College of Teachers (QCT) Registration
- Right to work in Australia