

**POSITION DESCRIPTION**

<b>Position title:</b>	<b>Secondary School Teacher</b>	
<b>Reports to:</b>	Head of Department – various	
<b>Classification:</b>	Dependant on experience	
<b>Department:</b>	Senior School	
<b>Location:</b>	All Souls St Gabriels School Charters Towers	
<b>Nature of employment:</b>	Full time permanent	
<b>Salary</b>	Dependant on teaching experience	
<b>Contact officer:</b>	name:	Trish Hilder
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**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 designing and delivering educational programs in one or more academic, technical, or vocational subjects for students in Years 7–12.

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

- Direct teaching and engagement with students.
- Delivering well-structured and thoughtfully planned lessons and learning activities.
- 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

- Plan a comprehensive learning program;
- Know relevant curriculum documents and guidelines and apply them;
- Prepare and 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;
- Use varied assessment and reporting methods to regularly monitor learning progress;
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students;
- 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
- Ensure that information about students' previous experiences and achievements in their subject is used to plan curriculum and improve student learning across a year level or within a learning area.

## **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);
- Attend and participate in the extra-curricular life of the School through the sporting and/or cultural calendar; and
- 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;
- Attend staff meetings, parent-teacher interviews and other co-curricular activities, including active involvement in the extra-curricular program or negotiated equivalent;
- Demonstrate familiarity with and provide advice on relevant employer policies and procedures; and

#### **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