



POSITION DESCRIPTION

TEACHER

Position Title: Teacher	Department: Education
Reports to Position: Junior School Teachers: Curriculum Coordinator Junior School Senior School Teachers: Academic Leader/s	Classification: Based on experience
Award/EBA: Blackheath & Thornburgh College Enterprise Agreement 2025-2027	Position Status: Various

Position purpose

At Blackheath and Thornburgh College, the BTC Teacher is committed to the ethos of the College and actively supports the College's mission and vision.

A Teacher working in the Junior School directly reports to the Head of the Junior School; Middle and Secondary School Teachers directly report to their Academic Leader. Ultimately, all staff report to the Principal.

The BTC Teacher is committed to the holistic growth and development of all students to achieve their best academically and become life-long learners. Innovation and creativity should be amongst the key tools the Teacher uses to allow students to perform to their personal best.

The BTC Teacher has a working understanding of exemplary pedagogies and how these can contribute to the achievement of success in the classroom for both student and Teacher. The Teacher is part of a teaching and learning team which provides students with quality curriculum related content and skills. The BTC Teacher does not only show a keen interest in our students' academic achievements but is also prepared to become involved in the pastoral care and co-curricular life of students; therefore, maintaining the ethos of the College and acting as a role model to all members of the College community.

Key responsibilities

Leadership

The BTC Teacher exhibits a desire for leading a classroom-based learning environment that displays positive relationships, where students participate in an engaging, challenging and academically rigorous teaching and learning environment. They are also aware that opportunity exists for contribution by taking on additional roles or leading special projects.

Teachers demonstrate this by:

- displaying an exemplary professional appearance and demeanour by role modelling behaviours that support ethical and inclusive behaviour, responsibility, flexibility, adaptability, initiative, integrity, honesty and respect; as well as professional dress standards;



POSITION DESCRIPTION

- contributing to and participating in collaborative planning that actively supports the College's strategic direction and goals;
- possessing effective skills in the areas of time management, communication and decision-making;
- demonstrating open and professional interaction with the parent body;
- participating in rigorous debate within school forums and attending relevant meetings as required, to share practice and knowledge that contribute to the development of teaching and learning excellence;
- having the capabilities to motivate both fellow staff and students to strive for overall academic excellence in their specific teaching and learning area;
- sharing new and innovative ideas as opportunities arise and contributing to the operations and directions of curriculum planning, implementation, assessment and evaluation in their specific teaching team;
- supervising students with a duty of care and responsibility in the classroom during learning activities and during co-curricular activities, such as playground duty, excursions/camps, sport events, musicals and other cultural activities.

Planning & Implementation

The BTC Teacher utilises effective time management, organisational and communication skills to ensure student-learning outcomes are maximised and school procedures are well supported.

This is achieved by:

- preparing and implementing lessons which reflect quality learning experiences for all students;
- effectively planning for the short, medium and long-term aspects of school work programs and the College teaching and learning framework, providing for successful differentiation of student achievements;
- collaborative planning and preparation of work units to contribute to a cross-curricular approach to curriculum development;
- planning to include linkages evident within curriculum programs which support development and implementation of a seamless curriculum across all areas of the College;
- developing and supporting a common understanding of curriculum programs and assessment, therefore, ensuring that equity for all students is achieved during course delivery and assessment periods;
- working with teaching colleagues where the need for targeting specific areas of curriculum development exists, such as in the creation of IEPs and/or Gifted and Talented programs;
- contributing to the writing and distribution of course overviews and unit outlines as required
- providing subject area information to the wider school community as required, such as attending information evenings or providing course details for student/parent information;
- adhering to whole school and subject area specific assessment schedules;
- understanding and supporting the need for a balanced student assessment load where possible
- adhering to timelines established to ensure successful management of school-based curriculum processes, such as mid and end of semester reporting;
- contributing to budget processes, as required, by providing information to the relevant line manager when annual budget submissions are being prepared;
- planning and preparing excursions and activities to support student outcomes in the curriculum.



POSITION DESCRIPTION

Professional Knowledge and Information

The BTC Teacher clearly demonstrates functional and technical expertise, including:

- establishing a classroom environment that is highly organised, well presented and reflective of teaching excellence;
- developing and using effective teaching strategies and approaches that ensure academic rigour whilst catering for a wide range of student needs;
- demonstrating an awareness of current educational trends and sharing new initiatives as part of a whole school approach to teaching and learning;
- demonstrating an ability to effectively integrate ICTs into the curriculum and assisting staff in the development and use of same, where appropriate;
- as appropriate, supporting the relevant curriculum manager in the organisation and management of subject area specific QCAA processes, such as work program development, moderation and general administrative processes;
- assisting the relevant curriculum manager to ensure curriculum programs are written to comply with the requirements of the QCAA, specifically in the Senior School and as required in the Junior School;
- understanding and implementing curriculum specific documents which outline BTC and QCAA policy;
- actively seek opportunities to engage with professional networks and professional development opportunities directly linked to school, faculty and personal development goals.

Community and People Focus

The BTC Teacher understands the needs of students and parents of the school community and projects a positive image of the school in the immediate and wider community through:

- demonstrating interest and involvement in the total life of the school, including curricular and co-curricular activities;
- contributing toward the academic and pastoral care of all students in line with school policy;
- working effectively with colleagues presenting school based pastoral care programs;
- initiating communication with parents on an as needs basis regarding student achievement and welfare, and informing the relevant manager of the outcomes of parent communication where necessary;
- engaging with families through parent teacher interviews, community events and open days.

Quality, Innovation and Improvement

The BTC Teacher understands the need for continuous professional improvement in school wide and classroom practices and demonstrates this by:

- recognising current strategic directions, as articulated by the Principal and ensuring teaching and learning related practices reflect the key goals for education at BTC;
- continually seeking to improve professional learning;
- contributing to the building of distinctive, innovative and inspirational programmes to improve learning outcomes for all students;
- contributing to the processes involved in gathering and analysing subject area-based data to inform and improve teaching and learning;



POSITION DESCRIPTION

- reporting concerns regarding students' academic or pastoral performance to the relevant staff to assist students in reaching their personal best;
- working with Senior Staff in furthering the academic life of students by supporting contact between staff and students at times such as parent/student information evenings, subject selection, parent/teacher interviews;
- monitoring student progress, through both formal assessment procedures and informally through the collection of anecdotal data;
- using both hard copy and electronic student records, such as individual student profiles and subject central records, and ensuring that these are updated in a timely manner after completion each assessment task and/or reporting period;
- reporting to parents through both formal school-based reporting and in interview situations as required;
- sharing in PD opportunities related to classroom visits by both colleagues and others.

Qualifications/Experience

- Bachelor of Education (Primary or Secondary)
- First Aid including CPR (desirable)
- C class drivers licence

Disclosure

Prospective employees of Blackheath and Thornburgh College are required to disclose any criminal history (including convictions that are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.

Additional requirements

All employees of BTC are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time and undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by your line manager or the Principal or their representative.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Maintain confidentiality of student's information in accordance with the College's privacy policies.
- Report any reasonable belief that a child's safety is at risk as per the College's policies and procedures and escalate concerns to your line manager or the Principal (as applicable).
- Demonstrate safe behaviour at all times and comply with the College's Workplace Health & Safety policies. Promote awareness of safety practices in the workplace through personal behaviour and conversations. Report all incidents including potential hazards to your line manager or the WH&S Committee.