



# Position Description

| POSITION OVERVIEW        |  |               |         |
|--------------------------|--|---------------|---------|
| <b>TITLE</b>             | <i>Secondary Teacher (English &amp; Drama)</i>       |               |         |
| <b>TIME ALLOWANCE</b>    | 0.5FTE (English) & 0.3FTE (Drama)                    |               |         |
| <b>COMMENCEMENT DATE</b> | Immediate Start                                      | <b>TENURE</b> | Ongoing |
| <b>REPORTS TO</b>        | The Principal through the appropriate Head of School |               |         |

## GENERAL EXPECTATIONS

Blakes Crossing Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2020, as amended from time to time.

Staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with College policy, procedures and expectations.

## REPORTING/WORKING RELATIONSHIPS

- Principal
- Members of the College Leadership Team
- Relevant teaching staff

## LINE MANAGEMENT RESPONSIBILITIES

- ESOs working in the classroom
- Student teachers on placement (by negotiation)

## DUTIES & RESPONSIBILITIES

### Professional Knowledge

#### 1. Know students and how they learn

- Understand what constitutes effective, developmentally appropriate strategies in learning and teaching programs and use this knowledge in teaching practices ie differentiated programs, direct teaching, clear learning intentions, feedback, formative assessments, higher order thinking skills, integration of digital technologies
- Know students well, including their diverse academic, linguistic, cultural and social backgrounds
- Provide an environment for effective learning, for stimulating curiosity, gaining attention, improving concentration, requiring active participation and stressing reinforcement
- Demonstrate a high degree of flexibility in your approach to dealing with students and in the teaching methodologies employed
- Demonstrate success in meeting the needs of all students, particularly those with special needs
- Establish and achieve high expectations of students in relation to engagement with learning, work standards, manners and self-management
- Have a high degree of teaching competence and be highly organised
- Ensure provision of appropriate and adequate materials

#### 2. Know the content and how to teach it

- Plan and organise work for effective teaching to occur including a variety of strategies and methods to cater for the range of abilities, learning styles and interests in the class
- Knowledge of your teaching subject/s
- Demonstrate a proven understanding of effective teaching methodologies and learning styles
- Understand relevant learning technologies and their application to each learning area
- Knowledge and implementation of the relevant content of the Australian Curriculum Framework and understand the fundamental concepts, structure and enquiry processes relevant to the programs taught

### Professional Practice

#### 3. Plan for and implement effective teaching and learning

- Ability to document teaching program using BCCC framework
- Maintain detailed records of lesson plans and term/unit overviews outlining methodologies, materials, resources and assessments
- Evaluate all aspects of teaching practice to ensure you are meeting the learning needs of students
- Engage students' interests and independence in learning activities

#### 4. Create and maintain supportive and safe learning environment

- Be responsible for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach
- Take responsibility for pastoral needs of students in your class/es

- Ensure early indications of concerns; pastoral, behavioural or academic, are communicated to parents/carers
- Encourage full participation by all members of the class – treat the class as individuals and as a group
- Partner with parents/carers in supportive ways using effective means of communication including but not limited to diary, communication book, email, phone calls, face to face meetings etc.

#### **5. Assess, provide feedback and report on student learning**

- Ensure assessment is regular, ongoing and allows for consistent monitoring of student progress against the achievement standards as outlined in the Australian Curriculum Framework
- Develop a variety of assessment strategies including but not limited to rubrics, observations, checklists, student bookwork, conferencing, peer assessment (refer to New Staff Information booklet)
- Mark student assessment tasks and maintain accurate records of student achievement
- Liaise with Head of school, as appropriate, regarding students at risk and those with special consideration

### **Professional Engagement**

#### **6. Engage in professional learning**

- Keep informed of educational developments – by professional reading, membership of subject association (optional)
- Keep informed of current developments in educational thinking, curricula and teaching practice
- Support college-wide and sub-school priorities in terms of curriculum and professional learning

#### **7. Engage professionally with colleagues, parents/carers and the wider community**

- Contribute to the professional development of other staff members within the college by sharing knowledge, ideas and resources
- Work collaboratively with all staff members and build positive relationships
- Attend staff meetings and contribute to the thinking and discussion on general educational and college specific issues
- Work as an effective team member
- Establish and maintain sound working relationships and communicate effectively with students
- Partner with parents/carers in supportive ways
- Engage with the school community within and beyond the classroom to enrich the educational contexts for students
- Maintain high quality and positive working relationships with colleagues

### **Administration Duties**

- Be vigilant in monitoring all avenues of College communication – email, newsletter, staff meeting, morning prayer
- Be punctual to classes, meetings, yard supervision and other duties
- Attend promptly to all requirements and duties and any other duties as delegated
- Support Leadership by providing input on pastoral care matters, newsletters, booklists, excursion protocols, development of classroom resources, art displays and other relevant matters
- Assist with planning, set up and clean-up of College events

### **Student Wellbeing**

- Engage with students, staff and parents to ensure the wellbeing of students is supported in line with College policies and procedures
- Engage with the College Wellbeing Team in the management of student wellbeing issues
- Liaise with all stakeholders to facilitate positive outcomes for students

### **Student Behaviour Education and Classroom Management**

- Engage with students and staff to ensure that student behaviour is managed in line with the student behaviour education and classroom management policies and procedures of the College
- Collaborate with parents in regard to student behaviour issues and school attendance matters
- Provide assistance, support and encouragement in daily classroom management issues

### **Communication**

- Ensure all staff, parent and student official correspondence and publications are sent out appropriately in a timely, informative and professional manner
- Ensure adequate and thorough record keeping of correspondence and interactions with enrolled families

### **Teaching staff have a collective responsibility for student learning and wellbeing, and will;**

- Facilitate excellent student learning using a variety of methodologies
- Foster an atmosphere that is conducive to learning
- Liaise with all stakeholders in regard to the progress of students

### **Other duties**

- Undertake other duties or projects as directed by the Principal, which are within ability, skill level and competence

## **EDUCATION & TRAINING**

- Qualified teacher holding current registration or eligibility for registration with the Teachers Registration Board of SA
- Current driver's license

## **SKILLS & ABILITIES**

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members
- Ability to establish and maintain effective relationships with students and parents
- Ability to handle potentially sensitive issues and maintain confidentiality
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the College's ethos

- Develop and implement policies in regard to student behaviour education and classroom management

## PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A demonstrated lifestyle as detailed in the CCM enterprise agreement, that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- Collegiate and trustworthy, developing positive relationships with staff

## EXPERIENCE AND KNOWLEDGE

- Proven experience as a classroom teacher
- Demonstrated experience in a team leadership role
- Demonstrated teaching experience together with additional leadership responsibilities
- Some knowledge of general management issues in relation to a Christian college
- Knowledge of the Australian Curriculum
- Knowledge of student related issues and accepted management protocols
- Knowledge of the AITSL Professional Standards for Teachers
- Knowledge of WHS requirements

## DESIRABLE CHARACTERISTICS

### Qualifications

- Post graduate qualifications in a related field or theological qualifications will be highly regarded

### Skills and Abilities

- Outstanding organisation and interpersonal skills
- Competent use of Microsoft Suite of applications

### Personal Attributes

- Involvement in a leadership role in your local church

### Experience

- Previous experience in a similar role in a Christian school

## SPECIAL CONDITIONS

- Some out of hours work may be required, such as attending college events

## WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:

- ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- knowledge of and compliance with the College's WHS policies and procedures
- compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- participation in relevant training and induction sessions as required by the College
- reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible

## DECLARATION:

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_