



Position Description - Teacher

POSITION TITLE:	Teacher
RESPONSIBLE TO:	Principal through the Head of School
TIME ALLOWANCE:	As advertised
TENURE:	As advertised

GENERAL POSITION DESCRIPTION

Blakes Crossing Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2016, as amended from time to time.

Teachers 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, rules and expectations.

SUMMARY OF WORK REQUIREMENTS

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

WORK HEALTH AND SAFETY RESPONSIBILITIES – THESE 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

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.

Staff member's name: _____ Signature: _____ Date: _____



Blakes Crossing CHRISTIAN COLLEGE

Educating for Eternity

Line Manager's name: _____ Signature: _____ Date: _____