

SECONDARY SCHOOL TEACHER

Name of Position	Secondary School Teacher
Classification:	Band 1 – 3 (depending on accreditation and experience)
Reporting Manager:	Subject Coordinator of Subject Department
General Description of the Position	<p>The Secondary School Teacher is expected to be a passionate educator who brings innovative ideas and teaching practices to the department. In this role, the Secondary School Teacher is required to inspire students in their care, have expertise and experience in curriculum differentiation and demonstrate a commitment to classroom strategies which identifies different learning styles, and encourages students' as reflective, self-motivated learners. Alongside the responsibility for ensuring professional compliance, supporting departmental policy and following school procedures and systems, the Secondary School Teacher should be committed to delivering quality teaching and learning experiences that develop students as extraordinary learners.</p>
Specific Duties and Responsibilities	<ul style="list-style-type: none"> • Classroom teaching and co-curricular activities Years 7-12 • Sound understanding of the content and structure of the curriculum, contemporary learning theory and appropriate means of monitoring and assessing student achievement. • Sound background and experience in relevant department and a demonstrated high level of competence in classroom teaching. • An ability to enthuse students and to develop in them a love and appreciation of the subject. • Interpersonal skills appropriate to establishing and maintaining effective working relationships with students, staff and parents; particularly the ability to work as a member of a team. • Organisational and administrative skills appropriate to planning and coordinating a range of outcomes-based teaching programs. • Computer literacy and the ability to utilise appropriate applications for teaching, learning and administrative purposes. • Thorough planning and preparation of all lessons. • Regular self-evaluation with regard to the effectiveness and quality of teaching. • Ensuring normal routines in the classroom are maintained. • Regularly reporting to students and parents. • Ensuring that feedback is given as soon as possible after the exercise and this is framed positively with full and constructive comments aimed at improving the students' performance. • Regular analysis of data to inform teaching practice. • Being available to assist students out of class where needed, via negotiation between teacher and students. • Referral of students to appropriate staff when necessary (learning difficulties and pastoral care concerns). • Professional and personal learning and development aiming to constantly improve the quality of the learning experiences provided through the teaching program. • Checking daily absentee lists. • Maintaining student folios and accurate assessment records. • Maintaining accurate marking records through the School's reporting system.

	<ul style="list-style-type: none"> • Liaising with the Subject Coordinator to organise and lead subject co-curricular activities and excursions. 				
Knowledge, Experience & Qualifications Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Completed tertiary studies in an area relevant to the specific learning department • Be a registered teacher in New South Wales • Have a clear NSW Working with Children Check 				
Individual Competencies	<ul style="list-style-type: none"> • Proven interpersonal qualities and skills necessary for close cooperation with members of staff, parents, students and other members of the school community. • Proven ability to work collaboratively within a dynamic organisation • Expertise in teaching in relevant curriculum areas • Knowledge of effective teaching strategies to develop thinking and learning skills and to support lifelong learning. • Skills in integrating technologies effectively in the teaching and learning program • An ability to work as a member of a team • Possess self-motivation, creative endeavour and a willingness to accept responsibility. • Be proactive/show initiative. • Possess sound written communication skills 				
Key Relationships	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Internal</th> <th style="text-align: center; padding: 5px;">External</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Subject Coordinator of Department • Department Assistant(s) • Dean of Studies • Dean of Academic Administration • Head of Secondary School • Students </td> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Parents/Carers </td> </tr> </tbody> </table>	Internal	External	<ul style="list-style-type: none"> • Subject Coordinator of Department • Department Assistant(s) • Dean of Studies • Dean of Academic Administration • Head of Secondary School • Students 	<ul style="list-style-type: none"> • Parents/Carers
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Work Health and Safety	<p>The tasks and duties contained in this position description should never preclude an employee from managing and maintaining their own Work Health and Safety. The successful applicant must complete a staff induction programme prior to commencing work at Redlands.</p>				
Privacy	<p>Privacy protects the principle that individuals, including children and young people, have rights to their personal information. Redlands is committed to the preservation and promotion of these rights. The Privacy Act 1988 (Cth) regulates the way private sector organisations, including the School, handle and store personal information. The Privacy Act sets out a number of principles that the School must comply with when handling personal information. These principles are known as Privacy Principles and apply to personal information and sensitive information collected and held in records. The Redlands Privacy Policy outlines the ways in which we manage personal information.</p> <p>As part of this recruitment process, the School may store the personal information collected from applications, for example name and address or information contained in the online application or resumes, for up to three months. Redlands will not disclose this information to a third party without the applicant's consent.</p>				
Child Protection	<p>The successful applicant will be subject to an employment screening process with the Office of the Children's Guardian. A Working With Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.</p>				

	All staff at Redlands take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do.
Job Title:	Secondary School Teacher
Department:	Secondary School
Reports To:	Subject Coordinator
Prepared By:	Human Resources
Prepared Date:	June 2019