



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

SECONDARY SCHOOL TEACHER

<b>POSITION TITLE:</b>	Secondary School Teacher
<b>SUB-SCHOOL:</b>	Secondary
<b>LINE MANAGER:</b>	Head of Secondary School
<b>REPORTS TO:</b>	Curriculum Leader/Deputy Head of Secondary School – Curriculum and Pedagogy
<b>COMMENCEMENT DATE:</b>	10 July 2023
<b>TENURE:</b>	As advertised

## **Primary Role/Purpose**

The Secondary School Classroom Teacher is responsible for the implementation of teaching and learning activities through:

- Providing direction, supervision and care for student(s);
- Upholding professional standards;
- Inspiring delivery of the curriculum;
- Effective classroom management; and
- Emphasising the Christian ethos of the College.

## **Relationships and Authority**

This Secondary School Teacher is responsible to the Head of Secondary School through the Curriculum Leader.

## **Key Accountabilities**

### **Curriculum**

- Teach classes as allocated;
- Plan and organise valid lesson programs for effective learning to occur using relevant internal and external curriculum planning guidelines;
- Develop, construct and implement a range of balanced assessment tasks to provide students with the opportunity to demonstrate their knowledge and skills across a range of learning styles and achievement levels, including the highest level;
- Differentiate instruction, curriculum, and/or the learning environment to cater for the range of abilities, interests and backgrounds of all students;
- Adopt a range of effective pedagogies, consistent with department and sub-school initiatives, to best deliver the curriculum objectives and planned learning intentions;
- Become informed about students learning characteristics and academic capabilities through the development of individualised learning programs;
- Employ the College's approach to e-learning and ICT integration including the use of the learning management tool SEQTA;
- Evaluate assessment tasks and maintain records of student achievement through relevant systems, such as SEQTA;
- Provide timely and quality feedback to the individual student and parents as outlined;
- Moderate student performance to ensure consistent standards across the College; and
- Report constructively through open communication with parents; by the way of interview, telephone conversation, email communication, student reporting processes and the maintenance of anecdotal records;

## **Professional Standards**

- Maintain a current knowledge of pedagogy, including the College Teaching and Learning Framework, and subject disciplines;
- Commit to professional learning by attending professional development activities to improve teaching methods, pastoral skills and knowledge;
- Comply with professional legislated mandatory reporting requirements;
- Actively participate in College performance and development cycle;
- Work collaboratively as a member of department/s and teaching team/s to ensure the best possible outcomes for the students;
- Keep an accurate and annualised record of progress against the National Professional Standards for Teachers; and
- Attend all meetings as designated.

## **Classroom Management**

- Apply effective behavior management techniques consistent with the Building Responsible Behaviours Guidelines, which are based on recognised theories of behavior and reflect the College ethos, such as Restorative Practice;
- Have knowledge of and advise students of the College's Code of Conduct;
- Maintain an accurate daily roll via SEQTA;
- Encourage and direct students to meet expectations for appropriate behavior;
- Deal with students in a courteous, firm, consistent and respectful manner at all times;
- Take responsibility for managing inappropriate College behavior;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a positive learning environment where students feel safe to risk full participation;
- Demonstrate strategies to create a positive environment supporting student effort and learning; and
- Monitor student progress and liaise with the relevant staff regarding student individual learning needs.

## **Pastoral Care**

- Take responsibility for the pastoral needs, duty of care and standards behaviour of all students inside and outside the classroom;
- Strengthen students' faith development through participation in devotion/worship;
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant staff; and
- Be active as a House Mentor in accordance with the role description.

## **Other**

- The undertaking of co and extra-curricular activities is expected according to the Enterprise Agreement and Local Workload Agreement;
- Comply with the accepted dress code of the College as outlined in the Staff Handbook;
- Exhibit personal behavior reflective of the ethos and Mission Statement of the College;
- Follow Workplace, Health and Safety procedures; and
- Perform other reasonable duties as directed by the Principal.

## Selection Criteria

- SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents and staff;
- SC3** An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of the classroom and in pastoral care;
- SC4** Demonstrated use of a range of effective learning strategies to ensure the needs of all students' needs in the classroom is met;
- SC5** Demonstrated skills in and understanding of the development and implementation of integrated units of work; including the use of documented planning assessment procedures to ensure high standards of learning occur; and
- SC6** Demonstrated ability to contribute in a professional learning community which values teamwork and teacher leadership.

## Selection Process

