Role Statement: Secondary School Teacher

Overview

All members of teaching staff are responsible to the Principal, through the Head of School, for supporting the day-to-day running of the academic, cultural, sporting and social aspects of the school. Secondary School at St Columba Anglican School includes students from Years 7 to Year 12.

All teachers will actively assist in maintaining appropriate levels of student discipline and School tone in such a way that reinforces the high expectations of parents, the Principal and School Council.

General Characteristics

St Columba Anglican School appoints Christian staff who are energetic, innovative and committed to the ethos of independent education. Successful applicants will be outstanding educators in their specialist areas with demonstrated success in teaching, excellent interpersonal skills and a commitment to pastoral care and curriculum development. It is expected that applicants will possess the ability to create exciting and challenging learning experiences and environments. Experience in learning support and/or gifted & talented education would be an advantage.

Specific Responsibilities

In consultation with the Head of School members of St Columba teaching staff will:

- actively support and promote the Christian ethos of the school in a manner that is inclusive and sensitive to the life experiences of students, parents and staff.
- teach classes within the Secondary School in disciplines and at levels to be negotiated with the Head of School and Director of Studies.
- at all times promote the school’s core values of hope, truth, faith and love in ways that are practical and meaningful to students and staff.
- teach classes in disciplines and at levels to be negotiated with the Head of School and Principal.
- observe appropriate teaching methods and maintain involvement in professional development initiatives.
- pursue excellence in teaching and learning through active involvement in curriculum planning, implementation, evaluation and review.
- keep up to date with educational research and elements of best practice which ensure excellence in teaching and positive interaction between students and staff.
- maintain the effective day-to-day running of their classes through suitable preparation, marking and development of resources.
- individualise instruction and differentiate learning experiences to meet the needs of individual students.
- effectively administer House Pastoral Care periods, activities and programmes in co-operation with the Director of Pastoral Care, Year Patrons, Heads of House and other House Tutors throughout the year.
- advise the Head of Faculty regarding the purchase of suitable resources to optimise access to resources and minimise waste.
- assist the Head of School by monitoring and assisting in the implementation of suitable standards of uniform and general discipline.
promote friendly and positive interaction with respect to student relationships both within and outside the classroom and between staff and parents.

support the Head of School in the implementation of the school Discipline Policy so that the school community clearly understands acceptable levels of behaviour.

assist the Head of School from time to time in the oversight of student committees and student roles of responsibility.

contribute to all reporting processes in a way that maintains or improves the quality of school reports.

regularly communicate with parents through the Student Diary and other means as appropriate.

participate in Parent-Teacher-Student meetings as required.

assist in arranging excursions to ensure appropriate levels of safety and relevance to teaching programmes are maintained.

coop-erate with the Head of School and other teachers in observing school routines and rosters and other programmes that may be required to maintain an effective education environment.

contribute positively to all staff meetings as required.

eourage and participate in staff training and in-service courses as appropriate.

report to the Principal and staff following attendance at professional development initiatives in a way that supports and enhances the skill levels of other staff.

assist, at the appropriate time, in the orientation of new staff.

observe appropriate teaching methods and participate in professional development initiatives.

discuss with the Principal and, if necessary, the Chaplain any concerns or feedback that will contribute to effective management of the School.

assist in the supervision of sports, Physical Education, athletics and/or other class activities and excursions that may extend or enrich student learning.

participate, where appropriate, in the co-curricular activities of the school including clubs, eisteddfods, productions and both Curriculum Enrichment and Outdoor Education Camps.

assist with Practicum students and regularly report to the Head of Secondary School on their progress.

be a member (as the opportunity arises) of Professional Bodies and deliver reports of both their meetings (where appropriate) and other professional development programmes to appropriate staff meetings.

assist the Head of School in planning matters including the School Calendar, timetables and the Staff Orientation Handbook.

develop and evaluate academic programmes in their KLA to ensure compliance with the requirements of the NSW Board of Studies and other relevant instrumentalties or legal obligations such as Workcover, child protection procedures, the Workplace Health and Safety Act 2012 and the Dangerous Goods Act 1975, and any subsequent amendments.

fulfil the requirements of the Institute of Teachers for ongoing professional accreditation.

**Conditions:**

At present the school does not require staff to supervise weekend sport although it is possible that they may be required to do so in the future. Contribution to co-curricular activities such as camps and cultural events both during the week and out of hours (including weekends) may be required from time to time.