



ST HILDA'S SCHOOL  
GOLD COAST

# Position Description

Teacher  
Middle & Senior School

# Teacher Middle & Senior School

Position Title	Teacher
Date Issued	September 2025
Classification	Teaching
Reports to	Head of Faculty
Direct Reports	Nil

## School Ethos

At St Hilda's School, we embrace our Anglican traditions as a guiding influence, shaping a community that thrives in our dynamic, interconnected world. Our mission is straightforward – to nurture active citizenship and equip individuals with the skills to excel in a rapidly changing landscape.

Recognising the unique strengths of each student, we advocate for a personalised approach to education, offering diverse pathways for academic excellence, vocational education, and early tertiary study. Our curriculum is enriched by a variety of co-curricular and extra-curricular activities, ensuring a comprehensive and well-rounded educational experience.

St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. We seek to share with the girls the values, knowledge, skills, voice and faith to enrich our world for living our motto, *Non-Nobis Solum, Not for Ourselves Alone*.

### 1. Position Purpose

Each Teacher has the responsibility, through engagement with their Head of Faculty, relevant staff and programs, to ensure that students under their instruction within the Faculty are academically challenged and stimulated in a safe, encouraging learning environment, where students are enthused about their studies and given every opportunity for success. Teachers are responsible for creating an engaging and supportive learning environment that promotes academic achievement, critical thinking, and personal growth among students. This role involves developing and delivering curriculum-aligned instruction, using data informed practices to assess student progress, providing differentiated learning experiences that meet students at their current academic level, and fostering positive relationships that encourage student success both academically, socially and personally for each student.

### 2. Reporting Relationships

The Teacher – Middle Senior reports to the Head of Faculty, and ultimately to the Principal.

### 3. Key Relationships

Teachers are expected to effectively consult and communicate with the Head of Faculty, Head of Year, Head of Teaching and Learning, and the Heads of Middle and Senior Schools in regard to the successful undertaking of their role.

Key stakeholder relationships are to be established and maintained with:

- Principal
- Heads of Faculty
- Head of Teaching and Learning
- Director of Studies
- Heads of Year
- Heads of House
- Senior Leadership Team members
- Timetabling Officer
- Fellow Classroom teachers
- Parents and students
- Administration staff members.

#### 4. Accountabilities and Responsibilities

As a teacher of the Middle and Senior School duties include but are not limited to:

- Fulfill the responsibilities of a St Hilda's School teacher, upholding the School's principles and values as outlined in the Staff Handbook and Code of Conduct
- Teach an adjusted load of classes as determined by the annual timetable.
- Be proactive in providing an academically challenging, stimulating, and safe environment where students are enthused about their studies.
- Foster a commitment to continuous improvement, collaboration, and sharing of knowledge and information with colleagues.
- Collaborate effectively with colleagues to develop and deliver engaging programs of work, based on the ACARA Australian Curriculum and QCAA Senior Syllabuses relevant to the Faculty.
- Develop a detailed understanding of all students in your classes, being able to inform parents of their child's progress with clarity and detail (and with an active understanding of documented Individual Learning Plans for those students requiring identified support and/or differentiation).
- Display a strong dedication to building and employing professional relationships with all stakeholders of a St Hilda's School student.
- Engage actively in the wellbeing of the school, including possibly being a Thrive teacher, to contribute to the holistic growth of students in your Thrive group, seeking to develop them socially, emotionally and academically.
- Attend parent-teacher interviews, presentation assemblies and other identified school functions as determined by the Principal.
- Attend an annual school camp, fulfil timetabled requirements for playground and bus duties.
- Have an active professional learning plan and attend all required staff Professional Learning sessions or meetings. Maintain strict confidentiality with respect to the School's business.

*Other duties as may be required from time to time:*

Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.

#### 5. Student Care and Growth

All staff of St Hilda's School are expected to contribute to a positive, growth culture for students as they develop through the stages of childhood and adolescence. Learning comes from all activities, and pastoral care is an integral part of academic growth. Each member of staff is responsible for the positive promotion of pastoral care programs, and relationships with the wellbeing team in the growth

of well-rounded students. Participation at school community activities and events, is particularly desirable.

#### 6. Pastoral Care

- Acknowledge the education of the whole child, building on a foundation of social-emotional growth aligning with academic growth, be ready to act as a role model for learning in all aspects of adolescent development.
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom.
- Insist on just actions and encourage gentleness, kindness and integrity in interpersonal relationships
- Report irresponsible or improper student behaviour that is beyond normal classroom management techniques, to the pastoral care team (through the Head of Year or Head of School), as appropriate.
- Exhibit personal behaviour reflective of the ethos and Christian foundations of the School, including attendance at Staff Eucharist services.

#### 7. Qualifications and Mandatory Requirements

- Teaching Degree
- Queensland College of Teachers registration
- Current First Aid and CPR qualifications
- National Register Check (National Register Canon).

#### 8. Student Protection in Anglican Schools

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory pre-employment screening for child related employment in accordance with the law and related St Hilda's School policies. All applicants should read and familiarise themselves with School's Child and Youth Risk Management Strategy which can be accessed on the School's website.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised. Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating.

Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## 9. Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards, and incidents immediately;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities; and
- Not introduce any equipment, materials, appliances or chemicals to the School that do not meet the required safety standards.

St Hilda's School is an equal opportunity employer and is committed to providing a safe and healthy workplace free from discrimination, harassment and bullying.



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