St Peters Lutheran College

Position Description

Position Title	**Year 7-12 Secondary Teacher**
Department	Secondary School
Reports to	Head of Secondary Years
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day school in Springfield. The position of Subject Teacher is part of a professional team, builds positive relationships, assists with and directs the work of students to promote learning and improve student outcomes through: • Direct teaching contact with students • The provision of engaging, relevant, coherent, and planned lessons and learning activities • Participation in other teaching related activities • The performance of additional duties allocated by the Heads of Secondary Years. You will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.
Key Accountabilities	As a Subject Teacher, provide leadership and role modelling to achieve high standards of performance, accountability, collaboration, ethics, and integrity; ensure your work is delivered to achieve required outcomes on time and to budget; coach and develop other staff; and demonstrate a strong commitment to a positive workplace culture. The duties and responsibilities for a Subject Teacher are as follows: **Professional Teaching and Learning** *a. Curriculum* • Plan a comprehensive, energetic, engaging learning program that fosters a lifelong love of learning in St Peters students. • Know relevant curriculum documents and guidelines and apply them. • Prepare and share high quality and professional standard teaching resources with other teachers in accordance with the College's teaching and learning framework. • Follow College and Department policy in relation to academic matters including assessment, work program development and their implementation. *b. Pedagogy* • Identify individual learning needs and styles, and plan experiences that enable all students to achieve success. • Prioritise the development of a positive relationship with all students in order

to engage their enthusiasm, interest and passion.

- Know and understand a range of learning methodologies and technologies and their application in the classroom.
- Contribute to the development of the College's Virtual Learning Environment to assist student learning.
- Address students' varying intellectual, emotional and physical abilities in teaching practice.
- Keep abreast of changes in general and subject specific pedagogy.

c. *Feedback*

- Use varied assessment and reporting methods to regularly monitor learning progress (assessment for learning).
- Reflect on both summative and formative information and modify programs and practices in response to underlying trends.
- Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning.
- Ensure that information about students' previous experiences and achievements in their subject is used to plan curriculum and improve student learning across a year level or within a learning area

d. Assessment

- Maintain accurate, department consistent and comprehensive records of student progress and achievement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the college.
- Demonstrate a comprehensive knowledge of expectations of student performance and learning outcomes as indicated by State and National assessment measures and by interpreting and communicating them to colleagues.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.

Pastoral Care of Students

a. Pastoral Care

- Take responsibility for the pastoral needs of students in Form Class or Group.
- Liaise between parents, subject teachers and Year Level Coordinators to support the learning needs of students.

- After exploring avenues of assistance that the teacher can provide, refer matters of concern in relation to students to the relevant Year Level Co-ordinator and parents.
- Attend and participate in the co-curricular life of the College through the sporting and cultural calendar.
- Implement the Pastoral Care Policy and Program through the Form Class System, in particular:
    a. Proactively, insistently and professionally build rapport with individual students.
    b. Encourage the growth of self-esteem in each student.
    c. Identify academic and personal issues which are impacting on the growth and development of each student.
    d. Assist student organisation and promote the development of healthy time management routines.

b. Behaviour Management

- Establish and maintain an orderly, co-operative, enjoyable and task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Make all reasonable efforts to manage the behaviour of students effectively with the directions of St Peters policies and procedures.
- Negotiate and implement effective consequences and strategies to assist students who negatively impact on teaching and learning.
- Respond appropriately to student misbehaviour, with calmness, respect and avoiding recourse to aggressive behaviour, and identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required.

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of a college team in a range of college activities.
- Exercise effective communication skills with students, colleagues, parents or guardians, and others.
- Establish positive and effective relationships with students and encourage in them a positive and appropriate sense of self-worth.

	• Participate in partnerships with colleagues to reflect critically and constructively upon and improve teaching and learning practice. • Both maintain confidentiality in regard to sensitive or private information about students, families, colleagues and the college, and also communicate information appropriately, when necessary, in the interests and wellbeing of the St Peters community. **Effective and Efficient Administration** • Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records. • Meet and teach students at designated locations and times, and model high standards of punctuality, dress, language and other standards and expectations in the college. • Encourage in students an understanding of, and support for, the Christian practices and values of the college, teaching them as necessary. • Engage with professional development activities to improve teaching and pastoral care skills. • Develop and maintain effective professional partnerships with other staff. • Undertake supervision duties, including yard duty, diligently. • Attend staff meetings, parent teacher interviews and other co- curricular activities, including active involvement in the co- curricular program or negotiated equivalent. • Demonstrate familiarity with and provide advice on relevant employer policies and procedures. • Supervise additional classes as required. Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such and financial management, occupational health and safety, and conduct are complied with.
Committee Membership	Department meetings Sub School and professional development meetings Any other meeting or committee meeting as directed by the Head of Springfield and/or Head of College.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. **SC1 - Qualifications** • Current Queensland Teacher Registration. • Graduate qualifications.

SC2 – Demonstrated high level of communication and interpersonal skills when relating to students, parents and other teachers.

- Sensitivity to students' problems and the capacity to develop strategies to assist student needs.
- Contribute to the building of confidence and self-esteem with students.

SC3 – Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.

- Teaching strategies used.
- Preparation and planning.
- Assessment and reporting practices – ability to provide constructive advice to parents appropriate to their daughters\sons.
- Classroom management.

SC4 - Demonstrated commitment and capacity to actively contribute to a broad range of school activities as a member of the college team.

- Providing evidence of involvement in extracurricular activities.

SC5 - Demonstrated capacity to reflect critically upon their professional practice.

- Willingness to participate in professional development activities.
- Participate co-operatively and to assist other members of the faculty to promote the learning area within the college community.
- Welcome class walk throughs and observations.
- Assist student teachers in the development of their teaching skills.

SC6 - Communication Skills

- Well-developed communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the College community.

SC7 – Demonstrate the capacity for best practice in curriculum development and implementation, evaluation and assessment and management of teaching and learning activities.

- Understanding of current issues in education.
- Ability to contribute to the identification of student learning needs.
- Contribution to the development and implementation of curriculum programs.

SC8 – Ability to apply information and communication technologies to the teaching and learning process as well as collecting, organising and processing relevant data.

Personal capabilities

Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.

Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.

Christian Ethos

An understanding of, respect and demonstrable support for the College's Christian ethos.

St Peters Lutheran College

Position Description

Job Details	
Position Status	Permanent
Hours of Duty	Full time – 30 programmed hours a week Monday to Friday Term Time Position
Classification	Schedule 6 Teacher Graduate to Proficient 9
Annual salary	$94,967 - $134,151 per annum plus Superannuation. **Terms and Conditions –** Please refer to the Employment Contract, which may or may not include reference to the *Queensland Lutheran Schools Single Enterprise Agreement 2024.*
Superannuation	12.75% employer contribution
Location	St Peters Lutheran College Springfield 42 Wellness Way, Springfield QLD 4300

Our Values	
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.

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Our Values	
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the *Privacy Act 1988*.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

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