

LIVING WATERS LUTHERAN COLLEGE JOB DESCRIPTION & EMPLOYEE SPECIFICATION

Position Title **Secondary Accounting and Finance
Teacher**

College Department: **Education**

JOB DESCRIPTION – SECONDARY Accounting and Finance Teacher

1. Summary of the broad purpose of the job in relation to the College's goals. (Expected outcome and how it is achieved.)

Secondary Accounting and Finance Teachers at Living Waters Lutheran College maintain high professional standards in their classroom practice, personal presentation and management of students in their care. They provide engaging and effective teaching and learning programs that support student achievement, wellbeing and personal growth.

The role is responsible for delivering curriculum and assessment programs across Years 7-12, including lower secondary Humanities and Social Sciences learning areas and senior secondary Accounting and Finance courses. Teachers ensure student learning occurs in a safe, supportive and inclusive environment whilst meeting all duty of care obligations.

Secondary Accounting and Finance Teachers foster positive learning relationships through effective classroom management and the use of restorative practices. They actively support students to achieve their academic potential while contributing to the pastoral care and wellbeing of all learners.

Secondary Accounting and Finance Teachers support the Christian ethos of the College through their conduct, teaching and interactions with students, parents and colleagues. They contribute positively to the life of the College and engage in ongoing professional learning and development.

2. Reporting / Working Relationships (To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Secondary Accounting and Finance Teacher reports directly to the Head of Humanities.

The Head of Humanities reports to the Dean of Teaching and Learning, who reports to the Head of Secondary School.

The Principal maintains overall responsibility for the strategic leadership and operation of the College.

The Secondary Accounting and Finance Teacher work collaboratively with:

- Head of Humanities
- Dean of Teaching and Learning
- Head of Secondary School
- College Leadership Team
- Pastoral Care Staff
- Student Services Personnel
- Education Support Staff
- Parents and Caregivers

Teachers foster respectful and professional relationships with students, parents and caregivers in accordance with College expectations, child safeguarding requirements and legislative obligations.

3. Special Conditions

Secondary Accounting and Finance Teachers are employed under the conditions specified within the current Lutheran Schools WA Enterprise Agreement and relevant legislative requirements.

Employees are required to comply with all College policies, procedures, codes of conduct, child safeguarding requirements and professional expectations as amended from time to time.

Teachers are expected to participate in College activities including staff meetings, parent-teacher interviews, professional learning activities, College events and other duties associated with the teaching profession.

4. Extent of Authority

Secondary Accounting and Finance Teachers are responsible for implementing curriculum, assessment and reporting programs within the frameworks established by:

- School Curriculum and Standards Authority (SCSA)
- Australian Curriculum, Assessment and Reporting Authority (ACARA)
- College policies and procedures

Teachers exercise professional judgement in the delivery of teaching and learning programs, classroom management and pastoral care responsibilities while working collaboratively with colleagues and leadership.

Teachers are responsible for the academic progress, wellbeing and safety of students within their care.

Teachers must comply with all College policies and procedures and follow lawful and reasonable directions provided by College leadership.

5. Statement of Key Outcomes & Associated Activities

Secondary Accounting and Finance Teacher

The Secondary Accounting and Finance Teacher provides high-quality teaching and learning experiences that maximise student achievement and engagement while supporting the mission, vision and values of Living Waters Lutheran College.

Local Responsibilities

- Uphold and support the Lutheran ethos of the College in all interactions.
- Build positive relationships with students, staff, families and the wider College community.
- Model professionalism, integrity and behaviours consistent with the College's Christian values.
- Maintain strict confidentiality regarding student information and College matters.
- Support the pastoral needs, wellbeing and academic progress of students.
- Implement restorative practices consistent with College expectations.
- Promote a positive, inclusive and child-safe learning environment.
- Maintain a child-safe culture and comply with all mandatory reporting, child protection and safeguarding obligations.
- Promote the safety, wellbeing and inclusion of all students.
- Complete all administrative, assessment and reporting requirements in a timely manner.
- Participate actively in College events, co-curricular activities and professional learning opportunities.
- Comply with all College child safety, workplace health and safety, safeguarding and risk management requirements.
- Adhere to College dress standards and professional expectations.
- Undertake other duties reasonably related to the position, classification level, skills and experience as directed by the Principal or delegated leader.

Know Students and How They Learn (Standard 1)

- Apply knowledge of adolescent development and learning needs.
- Understand how students learn and respond to diverse learning needs.
- Support students from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Implement strategies that support Aboriginal and Torres Strait Islander students.
- Differentiate learning programs to meet the needs of students across a wide range of abilities.
- Support the participation and achievement of students with disability and additional learning needs.

Know the Content and How to Teach It (Standard 2)

- Demonstrate strong knowledge of Accounting and Finance curriculum content.

- Deliver curriculum aligned to the Western Australian Curriculum and SCSA requirements.
- Plan and organise curriculum content effectively.
- Integrate literacy, numeracy and critical thinking skills within teaching programs.
- Incorporate Information and Communication Technology into teaching and learning programs.
- Promote understanding and application of financial literacy, business principles and economic decision making.
- Demonstrate expertise in accounting practices, financial management and senior secondary Accounting and Finance courses.

Plan for and Implement Effective Teaching and Learning (Standard 3)

- Establish high expectations and challenging learning goals.
- Plan, structure and sequence learning programs effectively.
- Deliver engaging and differentiated teaching programs.
- Select and utilise appropriate teaching resources and technologies.
- Communicate effectively with students, families and colleagues.
- Review and improve teaching programs through reflective practice and feedback.
- Engage parents and caregivers in supporting student learning.

Create and Maintain Supportive and Safe Learning Environments (Standard 4)

- Establish positive, respectful and inclusive classroom environments.
- Support student participation and engagement.
- Manage classroom behaviour in accordance with College expectations.
- Meet all duty of care responsibilities.
- Promote safe, responsible and ethical use of ICT and learning resources.

Assess, Provide Feedback and Report on Student Learning (Standard 5)

- Develop and administer assessment tasks.
- Provide timely and constructive feedback to students.
- Make consistent and informed judgements regarding student achievement.
- Analyse student performance data to inform future teaching.
- Complete reporting requirements accurately and within required deadlines.
- Participate in moderation and collaborative assessment processes.
- Prepare students for external assessment requirements associated with senior secondary courses.

Engage in Professional Learning (Standard 6)

- Identify and pursue professional learning opportunities.
- Engage in professional learning to improve practice.
- Collaborate with colleagues to enhance teaching effectiveness.
- Apply professional learning to improve student outcomes.
- Maintain contemporary knowledge of developments in Accounting, Finance and Business education.

Engage Professionally with Colleagues, Parents/Carers and the Community (Standard 7)

- Demonstrate professional and ethical conduct at all times.
- Comply with legislative, administrative and organisational requirements.
- Engage professionally with parents and caregivers.
- Participate in professional networks and broader educational communities.
- Represent the College positively within the community.

Position Specific Responsibilities

- Teach Accounting and Finance courses across Years 11 and 12 as allocated.
- Teach lower secondary Humanities subjects, including Economics, Civics, History and Geography.
- Deliver high-quality learning programs that prepare students for success in senior secondary studies, examinations and post-school pathways.
- Develop engaging learning experiences that promote financial literacy, problem solving, analytical thinking and real-world application of accounting principles.
- Prepare lesson plans, teaching resources and assessment materials.
- Participate in curriculum development, review and moderation within the Humanities Learning Area.
- Maintain accurate academic records and student achievement data.
- Analyse student performance data to support continuous improvement and academic success.
- Attend Learning Area meetings, parent-teacher interviews and College events.
- Contribute positively to College improvement initiatives and student achievement outcomes.

EMPLOYEE SPECIFICATION

1. Educational / Vocational Qualifications

Essential

- Bachelor of Education with a major in Accounting, Finance, Commerce, Business Education or a related discipline; or
- Bachelor degree in a relevant discipline together with a recognised postgraduate teaching qualification.
- Current registration with the Teachers Registration Board of Western Australia.
- Current Working with Children Check.
- Demonstrated ability to teach Secondary Accounting and Finance.
- Demonstrated knowledge of SCSA curriculum, assessment and reporting requirements.
- Valuing Safe Communities training or willingness to complete upon appointment.

Desirable

- A Christian faith.
- Experience or the ability to teach WACE Accounting and Finance courses.
- Experience preparing students for ATAR examinations.
- Experience with developing curriculum resources and moderating assessments.
- Ability to teach within one other curriculum area including:
 - Humanities and Social Sciences (HASS)
 - English
 - Science

2. Personal Skills, Abilities & Aptitude

Skills

- Demonstrated organisational and time management skills.
- High-level communication and interpersonal skills.
- Ability to establish positive relationships with students, staff and families.
- Strong teamwork and collaboration skills

Abilities

- Deliver engaging and differentiated learning experiences.
- Effectively utilise a range of teaching and assessment strategies.
- Integrate technology into teaching and learning programs.
- Reflect critically upon professional practice.
- Manage competing priorities and meet deadlines.
- Adapt positively to change and continuous improvement initiatives.
- Maintain confidentiality and professional standards.

Aptitude

- Demonstrated commitment to the Vision, Mission and Values of Living Waters Lutheran College.
- Demonstrated commitment to supporting the Christian ethos, mission and values of the College.
- Passion for supporting the development and wellbeing of young people.
- Willingness to learn, grow and engage in ongoing professional development.
- Readiness to work collaboratively as part of a team.
- Commitment to contributing positively to the broader life of the College.

3. Experience

- Experience teaching Accounting and Finance in a secondary school setting.
- Experience teaching senior secondary courses.
- Experience implementing curriculum, assessment and reporting requirements.
- Experience using student achievement data to improve learning outcomes.

- Experience working collaboratively within a professional team.
- Involvement in professional learning communities and continuous improvement initiatives.

4. Knowledge

- Sound understanding of contemporary teaching and learning practices.
- Sound knowledge of Accounting and Finance curriculum and pedagogical practice.
- Understanding of effective assessment and reporting procedures.
- Knowledge of ATAR course requirements and examination preparation strategies.
- Sound knowledge of adolescent development and wellbeing.
- Competency in the use of educational and administrative technologies.
- Understanding of child safeguarding, mandatory reporting and student wellbeing requirements.

5. Classification Level

Teachers are classified according to their qualifications and experience as outlined in the current Lutheran Schools WA Enterprise Agreement.

6. Performance Standards

Secondary Accounting and Finance Teachers are expected to meet professional standards aligned with the Australian Professional Standards for Teachers.

Teachers will participate in the College Performance and Development Framework and engage in ongoing reflective practice and professional growth.

Performance will be assessed against:

- Australian Professional Standards for Teachers.
- College policies and procedures.
- Child safeguarding and mandatory reporting obligations.
- Lutheran Schools WA Enterprise Agreement requirements.
- Living Waters Lutheran College Vision, Mission and Values.
- Position responsibilities outlined within this Job Description.

Position Description Review

- This Position Description describes the general nature and level of work performed by employees in this role. It is not intended to be an exhaustive list of responsibilities, duties or skills required.
- The College reserves the right to amend this Position Description from time to time following appropriate consultation and in accordance with operational requirements.

Living Waters Lutheran College Job Description and Employee Specification is Approved



Des Mitchell

Principal