



## Position Description

<b>Title:</b>	Teacher Secondary School
<b>Agreement:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Classification:</b>	Schedule 3 – Teacher Pay
<b>Pay Point Level:</b>	Step 1 – 9 (depending on relevant years of experience)
<b>Reports to:</b>	Head of White Rock Campus Secondary
<b>Direct Reports:</b>	NIL
<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>o Work outside 'span of hours' may be required, including some evening and weekend work.</li><li>o Cross campus travel is required (Kewarra Beach and White Rock).</li></ul>
<b>Last Reviewed:</b>	31 May 2022

## POSITION DETAILS

### Mission statement

Trinity Anglican School inspires young men and women to be the best they can be. With a focus on Christian values and educational excellence, we develop individuals who contribute to the global community.

### Purpose of the position

To provide a safe, caring and Christian environment which fosters and supports the learning and personal development of each student. Teachers are expected to support the aims of the school, its policies and practices.

### Qualifications, experience, registrations and licences

- o Bachelor's Degree in Secondary Education or a Degree qualification supported by a Post Graduate Diploma of Education.
- o Desirable - Post Graduate training in management, administration or other relevant area.
- o Current Queensland College of Teachers (QCT) Registration.
- o Current First Aid Certificate including CPR, Anaphylaxis and Asthma.

### Skills and Attributes

- o Well-developed interpersonal, communication and conflict resolution skills.
- o Ability to use Microsoft Office Suite (Word, Excel, PowerPoint), TASS, MS Outlook, internet, Teacher Kiosk, WebBook and other relevant software.
- o Well-developed organisation skills, high attention to detail, an ability to problem-solve and make sound decisions.
- o A strong student focus coupled with attributes of integrity, confidentiality and a collaborative working style.
- o An ability to be innovative and integrate technology into teaching.
- o Relevant knowledge and expertise in specialist teaching areas.



## Primary responsibilities

- Apply the Australian Professional Standards for Teachers (AITSL) with a strong commitment to continuous improvement.
- Apply the Art and Science of Teaching (ASOT) by Robert Marzano and Essential Skills of Classroom Management (ESCM) which underpin the school's pedagogical management approach.
- Contribute to the co-curricular programs at TAS and implement 'best practice' curriculum in teaching areas for Years 7 to 12, to support the physical, social, emotional and cognitive needs of the students.
- Promote teaching areas within the school and encourage students to be lifelong learners.
- Provide relevant curriculum plans, as requested, by the date specified.
- Ensure appropriate resources are available to meet the developmental needs of the students.
- Maintain all school records and record and report on student progress and student movements in TASS.
- Supervise a Tutor group where required.
- Work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of the Senior School.
- Attend staff, faculty and tutor meetings and professional learning sessions as required.
- Supervise all indoor and outdoor play areas and ensure safe practices.
- Liaise with and support parents and actively encourage parent involvement.
- Be punctual to classes, playground duties, assemblies, Chapel services, staff, meetings.
- Be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of students).
- Participate in staff development days, Outdoor Education Programs, Year Level Information Evenings, Parent Teacher Interviews, Principal's Welcome Evenings and Speech Night. Other duties will include but may not be limited to Playground Duties, Excursions, Musical Productions and Drama Nights.

## Pastoral

- Encourage students to take responsibility for their own actions and ensure they are aware of the need to show respect for others in interpersonal relationships and maintain confidentiality.
- Lead by example and provide a positive, mature, professional approach for students to emulate.
- Take a proactive role in the spiritual development of students.
- Be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect.
- Actively support the school's Behaviour Management procedures, insist on acceptable standards of behaviour and manage behavioural issues in line with policy.

## Commitment to Child Protection Risk Management Strategy

Tas protects our students and young people by providing a safe and supportive learning environment through:

- Recruiting professional staff based on merit and suitability who are screened to work with students and young people;
- Placing emphasis on genuine engagement with students and young people;
- Creating conditions that reduce the likelihood of harm to students and young people;
- Creating conditions that increases the likelihood of identifying harm to students and young people;
- Responding immediately to any concerns, disclosures, allegations or suspicions to students and young people;
- Creating or contributing to a Risk Management Strategy and conducting annual audits to ensure the safety of our students and young people;



- Conducting or contributing to risk assessments to ensure the safety of our students and young people;
- Managing behaviour through our code of conduct to ensure the safety of our students and young people;
- Addressing or elevating breaches of our Risk Management Strategy to ensure the safety of our students and young people;
- Creating, implementing, reviewing and continually improving our policies and procedures to ensure the safety of our students and young people; and
- Conducting or completing annual training sessions for all staff and training at on boarding for new staff to ensure the safety of our students and young people.

## Work Environment

All employees;

- recognise and accept that multi skilling is an essential component of the school and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability,
- maintain safe and healthy work practices in line with Work Health and Safety legislation,
- comply with all school policies and procedures,
- display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork,
- maintain total confidentiality of all school documents, student, staff, and family personal information both during and after tenure of employment,
- attend school functions as required.

## Trinity Anglican School Expectations

Staff are required to read, understand and comply with all school policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with Trinity Anglican School's Code of Conduct.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position in order to most effectively service the needs of the school.