



**Position Description:** Secondary Teacher  
**Subject Area:** Classroom Teacher

**Student Year Levels:** 7 – 12  
**Level / Grade of Position:** According to experience and the Award  
**Report to:** Head of Section

## **Purpose of the Position**

Teachers are responsible to prepare and deliver Maranatha's curriculum and teaching programs with a level of enthusiasm and passion that engages students with learning and achieves specific student outcomes.

Teachers are to have excellent knowledge of their faculty and current education practice in their subject area(s) and integrate a Christian perspective and use of technology.

Teachers must be fully committed to the aims and ethos of Maranatha and be a role model for students in preparation for a life of Christian service.

## **Responsibilities of Teachers**

### **Teaching**

- Model excellent teaching practice from a Christian perspective
- Foster a culture where the pursuit of excellence is desirable and worthy.
- Personally model behaviours that encourage students to embrace and reflect core Christian values in all of life.

### **Curriculum**

- Prepare and deliver teaching programs which reflect current developments and deliver the curriculum to a high standard
- Initiate and participate in co-curricular activities that enhance the learning experience
- Assist in developing a distinctively Christ-centred curriculum for the School
- Work in close collaboration with the Head of Faculty

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## **Student Well-being and Management**

- Assess and record student progress carefully and appropriately
- Maintain accurate student attendance records
- Monitor and supervise student behaviours and provide correction or intervention in accordance with School policies, the School's duty of care and your own personal duty of care.
- Strive to provide each student with the individual attention that they deserve, including identifying and providing support for any with special needs and students requiring extension
- Participate in Parent/Teacher interviews and build the rapport and involvement of parents with the School and the education of their children

## **Extra-Curricular and Co-curricular Activities**

- Provide pastoral care for students in home group and to students generally
- Participate in camps and excursions
- Actively assist in the successful conducting of school events and programs

## **Responsibilities**

- Attend and participate in scheduled meetings including faculty, year level, general staff meetings and other meetings as requested
- Supporting and implementing school policies and procedures
- In accordance with the law and School policies, take reasonable care for their own health and safety as well as the health and safety of other people who may be affected by their work

## **Professional Development**

- To participate in professional development activities arranged by the School.
- Take personal responsibility to identify and recommend workshops, seminars and development activities that will enhance meeting these responsibilities.

## **Teaching Facilities, Resources and managing Budgets**

All Teachers

- Purchase materials for use in teaching programs in accordance with School purchasing procedures and within established annual budgets.

Teachers with responsibility for a specialist area of teaching and/or a teaching space and equipment (eg. PE; Music; Wood, Metal, or Food Technology; or Textiles)

- Develop plans and make recommendations for the improvement of teaching facilities and classrooms and for the acquisition of plant or equipment such as sporting equipment, musical instruments, machinery or technology to support the effective teaching of the specialist teaching area of responsibility.
- Co-ordinate the purchase, acquisition, installation and commissioning of plant and equipment. This may be managed personally, with the assistance of other school employees or by external suppliers or contractors as part of the purchase arrangements.
- Plan and manage the regular maintenance or servicing of equipment used within the area(s) of specialist teaching and any required calibration or safety reports.
- Through ongoing Professional Development in the area(s) of specialist teaching, maintain awareness of current trends, regulations and practices for controlling risks to health and safety. In collaboration with other staff, lead the establishment and implementation of appropriate systems and practices.

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## Scope of the Position

Number of People Managed or Supervised: Nil  
Annual Budget Expenditure Responsibility: As per budget

## **Work-related Contacts**

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents		✓		
Teaching Staff	✓			
Administration Staff		✓		
Building /Grounds Staff				✓
Principal / Campus Heads	✓			
Business Manager				✓
Board Members				
External Suppliers				✓
Compliance Bodies				
Other				

## **Health and Safety Responsibilities**

All Employees are responsible to:

- Take reasonable care for the Health & Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal, Business Manager, Head of Campus and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Campus or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an

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attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

## **Child Safety**

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection policy*, *statement of commitment*, and *mandatory reporting policy*. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.

## **Person Specification**

### **Education and Experience**

- Appropriate tertiary qualifications
- Registration with the Victorian Institute of Teaching is a condition for continuing employment.

### **Skills**

- Teach all subjects from a biblical perspective
- Display high teaching and organisational skills
- Demonstrate knowledge of students and their individual learning needs and styles
- Develop a good rapport with students in the classroom environment that is safe, challenging and conducive to learning
- Display a high level of pedagogy and knowledgeable of relevant curriculum areas
- Display competence in a range of teaching practices and resources to engage students effectively
- Demonstrate the ability to work independently and collaboratively as part of a team

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- Fully engage in co-curricular activities

## **Personal Attributes**

- Committed to the aims and ethos of Christ-centred education
- Appropriate qualification and demonstrated expertise in subject area
- Work creatively, passionately and actively engage students in the learning process
- Demonstrate excellent interpersonal communication skills
- Demonstrate classroom management that is consistent and proactive
- Demonstrate competence in the use of technology in the learning environment
- Collaborative team member
- Demonstrate effective planning, organisational abilities and time management skills