

Position Description

Position	Year 7-12 Subject Teacher
Purpose of position	The 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 the provision of engaging, relevant, coherent and planned learning activities.
Position type	Academic
Related positions:	
Primarily reports to	Head of Secondary
Dotted line reporting	Head of Springfield
Key stakeholder(s)	Students, staff, parents
Direct people manager for	NA

Position deliverables

Key focus area: Professional Teaching and Learning

Responsibilities

Curriculum

- Plan a comprehensive, energetic, engaging learning programme 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.
- Follow College and Department policy in relation to academic matters including assessment, work programs development and their implementation.

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

Feedback

- Use varied assessment and reporting methods to regularly monitor learning progress (assessment for learning).

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- Reflect on both summative and formative information and modify programmes 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

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 programme and the learning needs of students.

Key focus area: Pastoral Care of Students

Responsibilities

- Take responsibility for the pastoral needs of students in Form Class or Group.
- Liaise between parents, subject teachers and Year Level Co-ordinators 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 Home Group System, in particular:
 - Proactively, insistently and professionally build rapport with individual students.
 - Encourage the growth of self-esteem in each student.
 - Identify academic and personal issues which are impacting on the growth and development of each student.
 - Assist student organisation and promote the development of healthy time management routines.

Key focus area: Behaviour Management

Responsibilities

- 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 Peter's 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
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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
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Key focus area: Developing and maintaining positive relationships

Responsibilities

- 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.
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Key focus area: Effective and efficient administration

Responsibilities

- 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.
 - Attend 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 programme or negotiated equivalent.
 - Demonstrate familiarity with and provide advice on relevant employer policies and procedures.
 - Supervise additional classes as required.
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Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required
 - Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
 - Uphold Code of Conduct and Valuing Safe Communities standards
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- Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
 - Understand and uphold standards in policies and other reasonable directions as directed
 - Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
 - Actively and effectively participates in reasonable directions provided
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Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 - 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.

SC2 - 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 the student.
- Classroom management

SC3 - 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

SC4 - 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.

SC5 - Communication Skills

- Well-developed communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the College community.
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SC6 - 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.

SC7 - Ability to apply information and communication technologies to the teaching and learning process as well as collecting, organising and processing relevant data.

SC8- Qualifications

- Bachelor of Education - Graduate qualifications and above

All employees

SC-E1 - 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.

SC-E2 – Christian Ethos

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

General Requirements

Compliance Requirements	Right to Work in Australia Queensland Teachers Registration
Terms and conditions	Enterprise Agreement Classification: Queensland Lutheran Schools Single Enterprise Agreement 2020 Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.
Location:	Springfield 42 Wellness Way, Springfield Central QLD 4300 All employees be required to travel to different locations to fulfil the requirements of their position.

November 2023