

POSITION DESCRIPTION

Position Title	Year 7-12 Subject and Pastoral Care Teacher
Responsible to:	Head of Learning and Innovation
Reports to:	Head of Secondary Years
Overview:	Our teachers work collaboratively within a professional team, building positive relationships, leading themselves and their students, promoting learning to improve student outcomes through the provision of engaging, relevant, coherent and planned learning activities.
Duties and Responsibilities:	<p>The duties and responsibilities for this position are as follows:</p> <p>Key focus area: Professional Teaching and Learning</p> <p><u>Responsibilities</u></p> <p>Curriculum</p> <ul style="list-style-type: none"> • 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 policy in relation to academic matters including assessment, work programs development and their implementation. <p>Pedagogy</p> <ul style="list-style-type: none"> • 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. <p>Feedback</p> <ul style="list-style-type: none"> • Use varied assessment and reporting methods to regularly monitor learning progress (assessment for learning). • 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.

Other

- All other duties, as requested, by the Head of Sub School, Director of Studies and Pedagogy and/or the Principal.

Key focus area: Pastoral Care of Students

Responsibilities

- Take responsibility for the pastoral needs of students in Pastoral Care Class.
- 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 Coordinator 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 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 behaviour, with calmness and respect, identify factors contributing to behaviour and seek resolutions.
- Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required

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.

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

	<p>co-curricular programme or negotiated equivalent.</p> <ul style="list-style-type: none"> • Demonstrate familiarity with and provide advice on relevant employer policies and procedures. • Supervise additional classes as required. <p>Key focus area: All employees are responsible for contributing to the College’s strategic and operational outcomes and upholding standards of behaviour.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos <ul style="list-style-type: none"> • 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 • Health and Safety: <ul style="list-style-type: none"> ○ 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
<p>Workplace Health & Safety duties:</p>	<p>The College is bound by the provisions of the <i>Work Health and Safety Act 2011</i> (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College’s WH&S objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff.

	<ul style="list-style-type: none"> • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance. • Set a personal example. <p>Where a staff member obtains evidence of a non-conformance with the OHS system, he or she must bring that non-conformance to attention of his or her direct supervisor. Where such non-conformances involve significant risk to anyone’s health or safety, staff must bring them to the immediate attention of their supervisor; failing that, they will immediately inform their manager, up through the chain of command to the Head of College if necessary.</p> <p>Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College’s Performance & Disciplinary procedures.</p>
<p>Selection Criteria (inclusive of Knowledge & Skills required):</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 - Demonstrated high level of communication and interpersonal skills when relating to students, parents and other teachers.</p> <ul style="list-style-type: none"> • 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. <p>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</p> <ul style="list-style-type: none"> • Teaching strategies used. • Preparation and planning. • Assessment and reporting practices – ability to provide constructive advice to parents appropriate to the student. • Classroom management <p>SC3 - Demonstrated commitment and capacity to actively contribute to a broad range of school activities as a member of the college team.</p> <ul style="list-style-type: none"> • Providing evidence of involvement in extracurricular activities <p>SC4 - Demonstrated capacity to reflect critically upon their professional practice.</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> Assist student teachers in the development of their teaching skills. <p>SC5 - Communication Skills</p> <ul style="list-style-type: none"> Well-developed communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the College community. <p>SC6 - Demonstrate the capacity for best practice in curriculum development and implementation, evaluation and assessment and management of teaching and learning activities.</p> <ul style="list-style-type: none"> 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. <p>SC7 - Ability to apply information and communication technologies to the teaching and learning process as well as collecting, organising and processing relevant data.</p> <p>SC8 - Qualifications</p> <p>All employees</p> <p>SC-E1 - Personal capabilities</p> <ul style="list-style-type: none"> 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. <p>SC-E2 – Christian Ethos</p> <ul style="list-style-type: none"> An understanding of, respect and demonstrable support for the College’s Christian ethos.
Meetings:	<ul style="list-style-type: none"> ➤ Staff Meetings ➤ Any other meeting as directed by the Principal.
Hours of Duty:	<p>Tenure – Permanent; full-time</p> <p>Terms and Conditions – Please refer to the Queensland Lutheran Schools Single Enterprise Agreement.</p>
Location:	<p>St Peters Lutheran College – Springfield 42 Wellness Way SPRINGFIELD QLD 4300</p> <p>All employees be required to travel to different locations to fulfil the requirements of their position.</p>

Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.