

POSITION DESCRIPTION

Whitsunday Anglican School is devoted to providing for students in a caring environment, a first class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal acting in the role of Chief Executive Officer. All staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.

Position: **TEACHER**

Reports to: **HEAD OF FACULTY / HEAD OF SUB SCHOOL**

SCHOOL'S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL'S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

1. APPOINTMENT

1.1 Teachers are appointed by the Principal in consultation with the Executive Leadership Team and after discussion with the Head of sub School, or the Head of Faculty (for Senior School applicants only) in whose area the teacher will be appointed. The appointee is responsible to the Principal through the Head of sub School or Head of Faculty.

1.2 The position will attract a salary and teaching load as determined through discussion on appointment and will be reviewed by the Principal on the basis of the current *Whitsunday Anglican School Enterprise Agreement*.

1.3 Teachers are required to provide quality education in support of the ethos of the School, by managing classes and students effectively; ensuring cognisance of the syllabus and work programs expectations; promoting learning as something to be enjoyed and maximised for each student throughout every lesson; fulfilling the "teacher's role" in and out of class; maintaining good order and discipline; and providing a caring environment.

2. CURRICULUM

- 2.1 Teach the allocated timetables of classes.
- 2.2 Be innovative where appropriate and incorporate the School's resources in teaching.
- 2.3 Accept that there exist individual differences in ability, personality, need and learning styles in students, and always attempt to cater for these differences.
- 2.4 Give students regular feedback (verbal and written) on academic performance and behaviour.
- 2.5 Keep abreast of changes in content, methodology, techniques for evaluation and measurement in pertinent teaching areas, subjects or discipline/s.
- 2.6 Incorporate the use of ICT in teaching and learning.
- 2.7 Attend professional learning programs to enhance teaching skills and knowledge.
- 2.8 Follow School policy in relation to academic matters, including the work programmes, assignments and testing, and ACARA/QCAA requirements
- 2.9 Undertake tasks assigned by the Head of sub School or Faculty including course trialling and development, assessment preparation, resource development, organisation of subject days, competitions etc.
- 2.10 Provide reports to parents at meetings, interviews and in writing as required.
- 2.11 Supervise other classes as required.

3. ORGANISATION

- 3.1 Be conversant and comply with School Policies.
- 3.2 Be a good role model for students in personal expectations, dress and demeanour.
- 3.3 Be aware of requirements under Workplace Health & Safety and always endeavour to see that these are followed.
- 3.4 Know and implement emergency and accident procedures.
- 3.5 Compliance with your responsibilities as detailed in the Safety Management System.
- 3.6 Actively support the School Behaviour Management Program and insist on acceptable standards of behaviour, including dress, in students.
- 3.7 Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- 3.8 Be punctual to all duties.
- 3.9 Deal with irresponsible or improper behaviour in the first instance.
- 3.10 Report student academic problems appropriately.
- 3.11 Report student behavioural problems appropriately.
- 3.12 Use the Student Diary effectively.

- 3.13 Note and report absent students.
- 3.14 Ensure that the School environment remains clean and pleasant.
- 3.15 Maintain current first aid certificate.
- 3.16 Maintain current teacher registration.
- 3.17 Participate in the Whitsunday Anglican School Outdoor Education Program.

4. All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students and staff.
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.
- Encourage students and staff to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took.
- Report student or staff problems (academic/work related/personal) to the relevant manager or Head, indicating what action you took.
- Report continuing or significant behavioural problems and academic or work related problems to the relevant manager or Head at the earliest opportunity.
- Be punctual to work and work related commitments.

2. PASTORAL CARE:

Provide supportive and effective Pastoral Care by:

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships.
- Encouraging students and staff to use pastoral care and personal development opportunities provided.
- Reporting students' and staff needs promptly to the relevant manager or Head.
- Ensuring that the School environment remains clean and pleasant.
- Participating in the holistic life of the School.

3. CLASSROOM / CURRICULUM:

Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:

- Teaching the timetable of classes allocated.
- Noting and reporting absent students.
- Supervising other classes as required.
- Striving for good teacher practice.
- Being innovative where appropriate.
- Using technology as a tool for teaching.
- Catering for individual differences (in ability, personality and need) in students.
- Catering for different learning styles.
- Giving students regular feedback (oral and written) on academic performance and behaviour.
- Keeping abreast of changes in your discipline/s methodology and assessment procedures for evaluation and measurement.

- Following School policy in relation to academic matters, including assignments and testing the work programmes, and QCAA and government requirements.
- Attending professional development activities to improve teaching and pastoral skills and knowledge.
- Providing reports to parents at meetings, interviews and in writing as required.
- Participate in the Whitsunday Anglican Outdoor Education Program.
- HATS involvement.

4. GENERAL

Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School's ethos and values.
- Fulfilling responsibilities outlined in the School's Child Protection Policy.
- Ensuring records of communication are maintained and provided to other relevant staff members as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.
- Playing an active role in supporting the cleanliness and safety of the school site.
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School.
- Completing an Incident Report Form for all incidents that occur through ERM.
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Workplace Health and Safety Advisor.
- Co-curricular involvement.
- Responsible fulfilment of Hours of Duty

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.