

Position Description

<i>Position:</i>	Teacher
<i>Reporting to:</i>	The Principal, through the Head of School
<i>Review Date:</i>	June 2016

Summary:

Bayside Christian College is a co-educational, ELC to Year 12 Christian College.

Teachers at the College are to promote the purposes, mission and ethos of the College through the establishment of quality Christian teaching and learning programs, and the modelling of appropriate standards of behaviour.

Main Functions and Responsibilities:

Educational

Teachers are expected to:

- Develop a positive and effective teaching and learning environment;
- Foster strong and effective partnerships with parents for the benefit of students' learning;
- Plan appropriate differentiated assessment and reporting for student learning and provide timely feedback to students including strategies for improvement;
- Plan appropriate homework, according to the guidelines set in the College's Policy and Procedures manual and provide regular feedback to students;
- Provide a copy of a course outline, learning outcomes and assessment for teaching program incorporating evidence of differentiation using the appropriate platforms such as Rubicon and Edumate;
- In partnership with other staff, participate in curriculum development with a Christ-centred focus and of the highest quality;
- Identify students with special needs, including support and giftings and in consultation with the Special Needs teacher develop a program for that student;
- Fulfil the role and responsibilities of a teacher as outlined in the College's behaviour management policy in consultation with coordinators;

- Take ownership, for holistic pastoral support for students: attending to educational, emotional, behavioural, social and spiritual needs with the class group consulting coordinator for necessary support.
- Perform extra duties as allocated annually. These may include, for example, the following: yard duty, bus duty, sports days, camps, excursions, mentoring of new staff, Parent-Teacher Interviews, attending Open Days, Association meetings and other activities as required by the Board and Leadership Team;
- Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the Leadership Team;
- Perform teaching duties as required by the Leadership Team or Principal;
- Undertake and keep records of approved professional development (PD) in consultation with the appropriate Head of School.
- Undertake an annual Teacher Performance and Development process – setting goals for refining practice and submitting to review by the Leadership Team.

Administrative

Teachers are expected to:

- Be familiar with the Staff Handbook and comply with its contents;
- Implement the College's policies and practices;
- Contact the Daily Organiser prior to 7.00am should they not be able to perform teaching duties
- Provide formal written reports at the end of Semester 1 and 2, verbal reports of student progress as per the Assessment and Reporting policy;
- Provide timely formative and summative appraisals of student's progress for their own benefit in learning and for parents, College management and potential employers and providers of further education;
- Attend and contribute or present when required to/at Staff Work Days, staff meetings, team meetings, daily briefings/times of devotion, relevant team meetings, teaching staff meetings, and parent-teacher interviews;
- Seek approval from the principal 48 hours prior, should you need to be absent from any of the above.
- Ensure that accurate daily attendance is kept – marking within 10 minutes of the requirement times
- Clarify purpose of assessment and ensure that accurate records of formal or diagnostic student assessment are kept.
- Ensure that a duty of care is exercised at all times, through active supervision of students;

- Contribute to the work of College committees or learning teams charged with areas of supervision and development of the College, being a member of a committee or team where appropriate;
- Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with Coordinators, with reference to the College's vision and strategic plan;
- Seek approval from the Principal, should you require to be away from the premises for extended periods of time;
- Under normal circumstances staff are to undertake their preparation release time at College.

Financial

- Contribute to the forming of the budgets in areas of their responsibility and then to operate within the set budget;
- Exercise Christian standards of stewardship in the management and care of physical resources under their disposal;
- Provide timely advice to the Principal/Head of School/Coordinator of any deficits in materials and other provisions for their classes;
- Raise OHS concerns with the College Help Desk/OHS Committee;
- Keep alert to new funding sources, such as grants and then assist in grant applications, in consultation with the Leadership Team

Person Specification

- Be an active member of the Christian church;
- Have a well-developed understanding of the purposes of Christian education;
- Have relevant and appropriate tertiary qualifications in education;
- Have current VIT registration;
- Have an attitude of a servant leader;
- Be a suitable role model for students;
- Endeavour to have a genuine rapport with all students.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

It is a requirement of this position that the College's Code of Conduct and Child Protection Policy are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of our Code of Conduct and Child Protection Policy.

This Job Description may change at the discretion of the Principal and it is subject to annual review.