Position Description

Position: **Teacher**

Reporting to: The Principal, through the Head of School

Review Date: June 2025

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College "exists to help parents equip their children for effective, God-glorifying lives as Christians in the world" (Constitution p. 8). It is therefore an inherent requirement of all teaching roles that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As teachers frequently interact with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Delivering the teaching and learning and associated processes consistent with Bayside's Christian worldview perspective
- Willingness to share personal testimony with community members.

Position Overview:

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.

Position Responsibilities:

Educational

- Develop a positive and effective Christian teaching and learning environment
- Foster strong and effective partnerships with parents/carers 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 College policy and procedures, and provide regular feedback to students
- Provide copies of course outlines, learning outcomes, Christian worldview (Transformation by Design) and assessment for teaching programs, incorporating evidence of differentiation, using the appropriate platforms such as Canvas and Sentral
- 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 Learning Support Coordinator, develop a program for identified students
- Fulfil the role and responsibilities of a teacher as outlined in the College's behaviour engagement 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 Coordinators 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 Conferences, attending Open Days, Association meetings and other activities as required by the Board and College Leadership Team
- Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the College Leadership Team
- Perform teaching duties as required by the College 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 College Leadership Team
- Lead student devotions and times of prayer in Home Groups and classrooms, and on camps and excursions, where necessary.

Administrative

- 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 on a rostered work-day
- Provide formal written reports at the end of Semesters 1 and 2, and verbal reports of student progress as per the Assessment and Reporting Policies
- Provide timely formative and summative appraisals of student progress for their own benefit in learning, as well as for parents/carers, 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 Conferences
- Seek approval from the Principal or delegate, 48 hours prior, should you need to be absent from any of the above
- Ensure that accurate daily student 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 budgets
- Exercise Christian standards of stewardship in the management and care of physical resources under their care
- 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 College Leadership Team.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Have relevant and appropriate tertiary qualifications in education
- Have current VIT registration
- Have met other relevant legislative requirements to enable work in education
- Displays initiative, common sense and problem-solving ability
- Has the attitude of a servant leader
- Is a suitable role model for students
- Endeavours to have a genuine rapport with all students
- Must be able to demonstrate an understanding of appropriate behaviours and child safe practices when engaging with children
- Have a passion for and be an advocate of children and young people.

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

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