Secondary Teacher

Position Description

Position Title:	Secondary Teacher
Employment:	Permanent
Award:	Educational Services Teachers Award 2020
Level/Salary:	Assessed per above Award
Commencement Date:	January 2027
Full-time/Part-time:	Full-time or Part-time - Load negotiable for the right candidate
Reports to:	Deputy Principal Secondary
Direct reports:	N/A

CCC Commitment

Cooloola Christian College is committed to providing a child safe environment where students feel, and are, safe. The College maintains a zero tolerance for child abuse. Every person involved in the College has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Position Objectives

The overall objective is to provide quality instruction to students within the College's Biblical framework.

Within this overall objective, the teacher's role will be to:

- Develop, provide, and evaluate programs and services to meet the physical, social, emotional, educational, and spiritual needs of individual students
- Establish learning programs and manage the assessment and reporting to parents and students on the goals and achievements of each student in relation to established program objectives and criteria
- Provide for the physical, social, emotional, and spiritual wellbeing and safety of students while at school and enhance their overall development towards effective citizenship and mature Christian adulthood
- Manage, develop and co-ordinate the provision of internal and external welfare and support services to students and parents, with the close cooperation of the Associated Churches and the Student Wellbeing Team, to address emotional, physical, social and spiritual issues impacting students and their education

Qualifications, Skills and Knowledge

- Current Queensland Teacher registration
- Strong verbal and written communication skills
- Demonstrated initiative and time-management skills
- Demonstrated enthusiasm and creativity
- Ability to be an active and supportive contributor in a team environment

Key Responsibilities

INSTRUCTIONAL TIME

- Prepare materials, supplies, and equipment for the start of each lesson or instructional activity
- Begin the lesson promptly
- Ensure students are on task promptly at the beginning of each lesson or instructional activity
- Maintain a high level of student time-on-task

STUDENT BEHAVIOUR

- Establish a set of rules and procedures that govern the handling of routine administrative matters, student participation and movement during different types of activities
- Frequently monitor the behaviour of all students during whole-class, small-group, seatwork activities, and during transitions between instructional activities
- Deal with inappropriate behaviour promptly and consistently, yet maintain the student's dignity
- Encourage Christ-like behaviour and CLEAR values
- Maintain confidentiality, where required
- Support and effectively utilise the College's Responsible Thinking Program (RTP)

INSTRUCTIONAL SKILLS

- Begin the lesson or instructional activity with a review of previous material
- Introduce the lesson or instructional activity and specify learning objectives when appropriate
- Speak to students fluently and precisely
- Present the lesson or instructional activity using concepts and language understood by students
- Provide relevant examples and demonstrations to illustrate concepts and skills
- Assign tasks that students handle with a high rate of success
- Ask appropriate levels of questions that students handle with a high rate of success
- Conduct lesson or instructional activity at a brisk pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns
- Make transition between lessons and instructional activities within lessons efficiently and smoothly
- Make sure that the assignment is clear
- Summarise the main point(s) of the lesson at the end of the lesson or instructional activity
- Present all subject matter from the College's Biblical worldview

STUDENT PERFORMANCE

- Maintain clear, firm, and reasonable work standards and due dates
- Circulate during classwork to check all students' performance
- Routinely use oral, written, and other work products to check student progress
- Pose questions clearly and one at a time

INSTRUCTIONAL FEEDBACK

- Provide feedback on in-class work to encourage student growth
- Provide prompt feedback on assigned out-of-class work
- Provide sustaining feedback where appropriate

PLAN AND SYSTEMS

- Develop an instructional plan that aligns with the College's and system-wise curricular goals, and aligns objectives, learning strategies, assessment, and student needs at the appropriate level of difficulty
- Utilise diagnostic information to develop and revise objectives and/or tasks
- Maintain accurate records to document student performance
- Utilise human and material resources to support the instruction program
- Participate in the development and review of curriculum programs and other policies for the school

COMMUNICATION

- Treat all students in a fair and equitable manner
- Interact effectively with students, co-workers, parents, and the community

NON-INSTRUCTIONAL DUTIES

- Carry out non-instructional duties as assigned (eg. playground and bus duty)
- Adhere to established laws, policies, rules, and regulations
- Uphold duty of care obligations both in the classroom and for rostered duties
- Attend to requests for assessment schedules, assessment reports, unit plans, criteria sheets, and submissions within the designated timeframe
- Follow a plan for professional growth and demonstrate evidence of growth
- Attend staff meetings and other meetings such as Staff devotions and worship
- Attend and participate in excursions and outdoor education activities, as required
- Contribute to extra-curricular activities, up to 1 hour per week
  Actively participate in co-curricular College activities (cultural, social)

RELATIONSHIPS

- Maintain good relationships with staff, students, and parents
- Share ideas, methods, and materials with other teachers
- Provide support and advice to other teachers, if requested
- Collaborate with teachers from other schools on joint programs or activities

WHS

- Comply with WHS policies, safe work procedures, instructions, and guidelines
- Attend WHS information, instruction, and training opportunities, as required, and apply learning
- Perform all duties in a manner, which ensures health and safety of self and others
- Support and promote health and safety in the work assuring assistance and reporting procedures are implemented and appropriate records are maintained