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Emmanuel College ABN 71 010 563 256 CRICOS Provider No. 00789B

Position Description

Position Title: Senior School Classroom Teacher

Area of Appointment: Senior School

Reporting Relationship: Accountable to the Subject Coordinator, the Dean of Faculty, through the (Director of Studies) to the Head of Senior School, and ultimately to the Principal.

Position Specific Credentials, Qualifications and Other Requirements

- QCT Registration
- Current Blue Card
- Current CPR/1st Aid HIT AID001, HLTAID003 and HLTAID004

Accountability

A Senior School Classroom Teacher is accountable through middle and senior management (Subject Coordinator, Dean of Faculty, Director of Studies: Operations and/or Learning and/or Curriculum, Head of School) and ultimately to the Principal.

Qualifications

Each classroom teacher must be a registered teacher in Queensland and will be encouraged to be involved in professional associations outside the College and to meet the requirements of the QCT and AITSL standards. Whilst employed at Emmanuel College, a classroom teacher will be encouraged to continue the study of educational trends to remain current.

Personal Attributes

Every College employee must have a personal faith and a commitment to Jesus Christ and are to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily. The appointee must:

- be a regular attendee of a local Christian church.
- be willing and committed to know the organisation and support the mission and vision; be committed to the role and fully understand the desired outcomes.
- be people oriented; able to accept and relate well to others, be approachable and supportive, able to build effective, professional relationships.
- demonstrate the ability to accept authority and carry out directives.
- maintain enthusiasm and a positive attitude: remain consistently positive and optimistic with work tasks, relationships, decisions, and processes

- possess excellent communication skills; be proficient in both verbal and written communication.
- be self-motivated, show initiative, think critically and problem solve; take responsibility for originating tasks, new ideas and methods; have the ability to think and act without being prompted.
- be honest, consistently speak the truth, with respect, and encourage others to do the same.
- be persistent; follow through strongly to completion, despite setbacks and obstacles.
- be able to work in a team; effectively cooperate with others and contribute to the performance of shared tasks.
- be reliable and dedicated; meet timeframes; consistently work hard and contribute in ways to help others.
- have a commitment to ongoing learning; remain open to new ways of doing things; accept constructive feedback and pursue personal development opportunities and goals.
- be organised, accurate and work well under pressure; be able to complete tasks to an excellent standard in good time without becoming overloaded or ineffective when the pressure is high.

Skills/Competencies

The appointee must:

- have an understanding of the philosophy of Christian Education and the ability to translate it into practice in the classroom, playground, office and staffroom.
- have a high level of inter-relational skills, work as a team member; have excellent communication skills and the ability to motivate and inspire students and develop good working relations with parents.
- demonstrate a thorough understanding of current educational trends.
- be able to plan (and regularly evaluate) an interesting, sequential, developmental, engaging, and enjoyable teaching program.
- use a variety of teaching and discipline strategies to establish and maintain positive and consistent classroom management, referring students with learning difficulties to the Learning Support Department, and students with behavioural difficulties to the relevant Dean of Year.
- exhibit diligence and commitment in all aspects of employment, including areas such as professional presentation and behaviour, approach to and completion of tasks within required timeframes
- observe confidentiality expectations.
- be competent in the use of Microsoft Office products, together with any software, hardware, and technology in common use throughout the College.
- be familiar with and meet expectation of all College policies including Work Health and Safety, Employment Policy, Child Protection Policy etc published on the College intranet.

Duties and Responsibilities

Classroom Management

- Be responsible for the education, care, and discipline of the students within each allocated class and within The Compass program of the College.
- Know, plan, and teach to the prescribed curriculum at the appropriate standards for each year level.
- Maintain an orderly, well presented, engaging learning environment.

Pastoral Care

- Be responsible for the nurture of students according to the College's Compass program and within the Child Protection Policy guidelines.

Pedagogy

- Implement the school's Christian philosophy in the classroom and in other aspects of school life in a way that is natural and spontaneous, and which fosters faith development in students.
- Maintain a high standard of teaching which includes comprehensive assessment of student progress, competent, effective correction of student work, in keeping with the standards set down for the respective classes.
- Maintain accurate, comprehensive, and current assessment records in preparation for reporting to parents in written and verbal format at designated written report times and at parent-teacher interviews.
- Effectively record and manage student assessments and reporting procedures in line with College requirements which includes preparation of QCAA submissions.
- Be willing to engage in Professional Learning Teams and participate in Peer coaching.

Development – Professional and Other

- Be an active participant in the College's Excellence Growth Program.
- Demonstrate a willingness to contribute to the spiritual growth and fellowship of the Emmanuel Community.
- Commit to ongoing growth and development and a willingness to learn, including in areas of information communication technologies and online learning, as provided by the College and in personal time.
- Engage with parents and, where appropriate, involve parents in the school program.
- Comply with all College policies and with QCT and AITSL professional standards.

Co-curricular Involvement

- Actively contribute to the school's co-curricular program, including participation in out-of-school hours coaching of sports teams, Compass Learning programs etc
- Attend in-service courses and out-of-hours school functions as required by the College.

Other Responsibilities

- Regularly attend staff devotions, worship, and chapel services, including the Tuesday Principal's Briefing.
- Attend staff meetings, camps, parent/teacher interviews and meetings.
- Be diligent and punctual with playground and rostered duties, and other school timelines.
- Maintain confidentiality of school matters.
- Be aware of and implement the Child Protection Policy, College Work Health and Safety Policy and other College Policies and procedures as found on Schoolbox (College Intranet). Complete online quizzes relevant to policies as expected by the College.
- Develop links with relevant tertiary institutions providing opportunities for students to be exposed to subject related careers information.
- Perform other appropriate duties as required by the College.

Student Protection

- Emmanuel supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students. We expect all staff and volunteers to share this commitment by:
- Being informed of their responsibilities in relation to child protection including, but not limited to, all Child Protection training and being familiar with the Child Protection Code of Conduct.
- Following all legislative requirements, Child Protection Policy and Working with Children Policy.
- Wearing the name badge at all times.
- Immediately reporting any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or visitors to the College and its duty of care to protect students and staff from harm (self or other).

Work Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members by being proactive in their duty of care:

- Reporting any identified hazards or safety issues to the College WH&SA.
- Complying with and being supportive of Work Health and Safety requirements, as published on Schoolbox.
- Carrying out work practices in accordance with current Work Health and Safety standards.
- Ensuring all third party partnering arrangements comply with legislated requirements.
- Ensuring that no equipment, materials, appliances or chemicals are brought to the College which do not meet the required safety standards.
- Lodging risk assessments for all external and internal risk activities.
- Reporting any accidents involving students.
- Undertaking training, as required.
- Following all safety procedures and instructions.