



## Position Description TEACHER

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**RESPONSIBLE TO:** Principal

**REPORT TO:** Principal, Head of Secondary/Head of Junior School

### OVERVIEW

A teacher at LORDS supports the mission and ministry of the School as he/she competently teaches and pastorally cares for students within the School.

### MISSION FOCUS

The Teacher will promote the mission of the School by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of LORDS.
- Working closely with, and being guided by the Principal/ School Pastor/ Chaplain in spiritual matters.
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships.
- Promoting educational excellence in all aspects of school life (curricular and co-curricular).
- Personally modelling the attributes of the LORDS Learner Profile.
- Maintaining harmonious relationships and resolving conflict through following the School's Restorative Practices Policy.
- Fostering the development of a learning community through collaborative and servant leadership.
- Assisting the Principal in setting the tone of the School: one which is orderly, industrious, respectful and harmonious.
- Exercising effective management and administration to facilitate the educational process.
- Investigate areas of concern, problem-solve and in collaboration with the Principal initiate policies and action to enhance the educational and spiritual mission of the School.

### ROLE REQUIREMENTS

The role (based on the LORDS Learner Profile) may include, but not be confined to, the following:

#### **Professional Learning**

- Participating in morning staff devotions.
- Attend Chapels, assemblies as required and exercise appropriate supervision.
- Participate in annual staff retreat.
- Maintain Teacher registration including requirement for 30 hours documented professional learning per year which may be a combination of school directed / provided and individually

sourced / supported professional development.

- Undertake theological study/accreditation processes as required by Lutheran Education Australia including Pathways (all teaching staff) and Equip (for the teaching of Christian Studies). This is generally conducted during the teacher's own time.
- Participate in Teacher Annual Reviews.
- Participate in Staff Development Sessions and Staff Meetings as required.
- Participate in Professional Learning Community through coaching/team participation, as required.

### **Collaborative Learning**

- Participate in collaborative planning meetings.
- Maintain a safe and orderly classroom and out-of-class environment and apply the School's Relational Management and Restorative Practices guidelines.
- Use the principles of Matthew 18 and Restorative Practices to resolve conflicts with other staff, volunteers and/or parents.

### **Community Contribution**

- Participate in at least one aspect of the co-curricular programme of the School.
- Maintain current First Aid certificate if required by role.
- Attend to duties such as yard and sport supervision punctually and diligently.
- Participate in Year level excursions. (Involvement in camps is desirable.)
- Attend whole school and Friends of LORDS functions e.g. End of Year Celebration Night, Fete as required.
- Participate in parent-teacher interviews, student-led conferences etc as required.
- If required to supervise sport, maintain an acceptable level of understanding or preferably coaching of the sport.
- Where appropriate, incorporate service-learning into learning experiences.

### **Critical/Creative Thinking**

- Meet School requirements for unit and lesson planning, scope and sequence documents within the required timeframe.
- Meet School requirements for assessment, reporting and evaluation.
- Meet School and legal requirements for students with special needs.
- Maintain up-to-date knowledge and application of QCAA and /or other relevant authority processes and guidelines.
- Maintain current knowledge of and skill in using current Information Technology relevant to student learning.

### **Effective Communication**

- Ensure all written communication to parents or the wider community is written in correct, clear English and is checked by the Principal.
- Ensure all written communication uses follows the Style Guide for correct use of the School logo and corporate image.
- Document lesson plans, work programmes as required.
- Keep appropriate records of students' learning and assessment.

### **Quality Production**

- Exercise a high standard of duty of care whenever in the presence of students or volunteers, whether or not in a role of responsibility at the time.
- Demonstrate respect and care for property and equipment.

- Ensure students' use of information technology is properly supervised to ensure safe and acceptable use.
- Follow School's ordering and budgeting procedures.
- Follow School's procedures for applying for leave. (Note: sick leave is only available after it has been accrued).
- Follow the School Dress Code.
- Abide by the School's Workplace Health and Safety guidelines.
- Follow School procedures for Risk Management when conducting activities, excursions or camps.
- Maintain classroom as an orderly and attractive environment.

### **Other**

All staff at LORDS are expected to:

- Convey to the public a positive image of LORDS.
- Abide by the Code of Ethics explained in the School's Child Protection and Valuing Safe Communities policies i.e. *Staff Code of Ethics for Safe and Professional Relationships*.
- Ensure that the School is not used to promote the teacher's own particular denominational or religious belief, behaviour or practice where these are not the practising ethos of the School.
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the School, in consultation with the School's Workplace Health and Safety Officer.
- Participate in staff training and development activities to assist in the achievement of individual/work goals. Hold a current driver's licence if the position requires the teacher to transport others and inform the Principal of any changes to the status of a driver's licence.
- Abide by the School Privacy Policy.
- Abide by the non-smoking policy of the School.

### **CLASSIFICATION**

The classification of teachers and teaching salaries are as outlined in Schedule 3 of the Queensland Lutheran Schools Single Enterprise Agreement 2020.

### **EXPERIENCE/QUALIFICATIONS**

- Teacher Registration in Queensland
- Graduate and/or Post-Graduate qualifications relevant to the position

### **APENDIX**

#### **Matthew 18, Restorative Practices and the Round Table:**

As a community we seek to develop a harmonious and supportive environment and also to put a stop to any harassing or discriminatory behaviour. We use restorative practices to bring about reconciliation between the parties in the spirit of Matthew 18:15 and repair of harm that has been caused. It is normative for members of our community, including staff and students to resolve conflict and address issues such as discrimination and harassment by a process involving ideally personal resolution and/or mediation.

The process we recommend if a staff member has a concern is:

- Take it up in the first place with the person responsible. Focus on the issue, not the personality.
- If the resolution is not achieved, approach the person with someone who can mediate.

- Go to the person's immediate supervisor to seek resolution. The supervisor may recommend a Round Table.

***(Please Note: this process is not recommended for dealing with alleged sexual abuse or other unlawful or very serious issues.)***

### **Round Table**

Generally mediation involving staff, students and/or parents at LORDS involves a structured conversation facilitated by a trained person according to our Round Table Policy. While strongly encouraged, involvement in the Round Table is normally voluntary and in some situations is not recommended or permitted. In situations where wrongdoing has been admitted by a student or staff member, or when it is part of a disciplinary procedure, involvement in a Round Table may be required. Restorative Practices help to provide an orderly, harmonious and secure environment in which all people are able to realise their full positive potential without interference from others.