ORMISTON COLLEGE

POSITION DESCRIPTION

Job Title	Secondary School Teacher	**Position Type**	Permanent Full Time
Department	Mathematics	**Line Manager**	Head of Department
Location	Onsite		

Position Summary

Due to an additional intake of students, Ormiston College is calling for applications from Mathematics teachers with the necessary skills and qualifications to teach General Mathematics and/or Mathematics Methods to Year 12.

Mandatory Requirement

This position requires you to hold Registration or eligibility for registration with the Queensland College of Teachers.

Position Responsibilities

Teachers at Ormiston College are responsible for the planning, preparation and delivery of effective teaching and learning programs for every student in their care. They are expected to contribute to the establishment and maintenance of supportive learning environments, and to the College's aims, objectives, and ethos, through classroom and co-curricular activities. Enthusiasm, motivation and an ability to work unsupervised are personal attributes which are highly regarded.

Selection Criteria

Selection of the successful candidate will be based upon responses at interview to the following selection criteria, and to information provided in the work profile.

SC1: Ability to devise and implement teaching and learning programs and practices that:

- develop students' language, literacy and numeracy
- are intellectually challenging and connect with the world beyond school
- value diversity
- incorporate the use of information and communication technologies
- are consistent with relevant syllabi, curriculum and education trends
- incorporate effective assessment and reporting of student learning.

SC2: Ability to communicate effectively with students, staff, and members of the wider community to:

- support the social development and participation of young people
- create safe, supportive and stimulating learning environments
- foster effective relationships with families and the community
- contribute to effective professional teams.

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.
Updated: 12 June 2025

SC3: Demonstrated involvement in reflective practice, professional renewal and ongoing contribution to the teaching profession.

SC4: An understanding of, and commitment to, the aims, objectives, and ethos of Ormiston College, in both its curricular and co-curricular programs.

Reporting Relationships

The occupant of any teaching position reports to the Head of the relevant Department (HOD), Heads of School, and the Headmaster (or their delegates).

Position Responsibilities

The accountabilities of the role of Teacher are to:

- Plan, prepare, and deliver quality and effective teaching and learning programs.
- Support students through interaction with them in a variety of settings and through the active development of supportive learning environments.
- Provide for the physical, social, cultural, and emotional well-being and physical safety of students and encourage the formation of the foundations of character, responsibility, initiative and integrity, social awareness, and good citizenship, as well as inspiring within them a thirst for lifelong learning.
- Assess students for developmental, feedback, and reporting purposes, and maintain student records and samples of work and report on student performance to students and parents.
- Participate in the collaborative development and evaluation of curriculum and regularly monitor, through observation and evaluation, the effectiveness of the learning/teaching program.
- Establish and maintain appropriate interpersonal relationships between the College and the community.
- Maintain teaching competency and currency of knowledge of relevant curriculum programs and participate as appropriate in school decision-making processes and professional development activities.
- Uphold the ethos of Ormiston College at all times.

Key duties of this position are to:

- Have an understanding of each child's background, monitor academic progress and social development of each student to ensure that he/she works fully to develop his/her own potential, while being cognizant of those with academic, personal and/or social problems, and to inform a Senior Teacher and/or the Head of School regarding any student problems or difficulties as soon as is practicable.
- Ensure that a regular, varied program of homework is set and guides students into a constructive homework and study routine.
- Establish and maintain a classroom environment effective for on-task, quality learning to occur.
- Effectively utilise the support and intervention practices of College policies, guidelines and processes, and ensure all State and Commonwealth regulations and legislation (e.g., Mandatory Reporting Requirements) are adhered to.
- Ensure that all students are aware of the Code of Behaviour and the purpose of the requirements set out; that students are aware of school expectations, philosophy, its history and motto and reinforce these regularly to foster school pride and positive values and monitor adherence to school rules throughout the school, and encourage courtesy, punctuality, and the correct wearing of the College uniform.
- Ensure that all classroom routines are orderly, lessons are well prepared, and the classroom is left neat and tidy at the end of each lesson.
- Ensure that parent-teacher communication is regular and relevant; that all students are issued with communication pieces for parents and that children are aware of important events and items, and that all student records are accurate and up to date; and that parents are contacted where necessary regarding student development.

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.

- Class teachers are expected to undertake extracurricular activities and may be expected to attend staff discussion meetings and/or days outside normal school hours. All teaching staff are required to attend weekly staff meetings.
- Encourage students to participate fully in the extra-curricular life of the College.
- Contribute to the co-curricular program of the College.
- Perform other duties as required by the Heads of School or the Headmaster

Additional Requirements

- Participate in professional development to consolidate and maintain knowledge.
- Display confidentiality, tact, reliability, and sensitivity to students and their families.
- Communicate effectively and display a high level of interpersonal skills to function as an effective team member.

Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.

Key Performance Indicators

	Task	Skills	Measurable Metrics
Curriculum Planning & Delivery	• Plan, prepare, and deliver effective teaching programs	• Curriculum knowledge, lesson planning, instructional delivery	• 100% alignment with curriculum standards; lesson plans submitted on time
	• Participate in curriculum development and evaluation	• Collaboration, analytical thinking, and curriculum expertise	• Contributions recorded in planning sessions; feedback incorporated into teaching
	• Maintain teaching competency and professional development	• Subject knowledge, self-reflection, growth mindset	• Minimum required PD per year; active participation in professional learning
Student Engagement & Support	• Support students academically and socially	• Empathy, interpersonal skills, and child development knowledge	• Monitor and report concerns to senior staff; track progress of all students
	• Provide for student wellbeing and inspire character development	• Pastoral care, mentorship, behavioural modelling	• Zero critical incidents; evidence of student engagement in values-based activities
	• Monitor homework and study routines	• Organisation, student tracking, academic monitoring	• Regular homework set and reviewed; evidence of student progress tracking
Assessment & Communication	• Assess and report on student performance	• Assessment design, feedback delivery, and record-keeping	• Reports submitted by deadlines; student work samples maintained
	• Maintain up-to-date student records and parent communication	• Attention to detail, confidentiality, communication	• 100% of required records current; parents informed as needed
	Ensure students and parents are informed of key events	• Organisation, clarity, written/verbal communication	• Communication pieces distributed on schedule; positive parent feedback
Classroom Management & Compliance	Maintain a safe, orderly, and effective learning environment	• Classroom management, organisation, behavioural guidance	• Consistent implementation of routines; positive learning environment observed
	Implement policies and adhere to legislative requirements	• Policy knowledge, ethical judgment, legal awareness	• Zero compliance breaches; adherence to mandatory reporting protocols
	Promote school pride and reinforce expectations	• Leadership, role modelling, consistency	• Student adherence to uniform and conduct; observed reinforcement of values

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.

School Contribution & Culture	• Participate in extra/co-curricular programs	• Team spirit, student engagement, supervision	• Minimum 1 co-curricular activity per semester; active involvement
	• Attend meetings and contribute to staff collaboration	• Commitment, teamwork, initiative	• Attendance at weekly staff meetings, positive team engagement
	• Perform other duties as required	• Adaptability, supportiveness, accountability	• Tasks completed as assigned; feedback from leadership
Brand	To maintain the school brand. • Ensuring excellence and professionalism	• Consistent adherence to school values and presentation standards	• 100% compliance with dress code; communication evaluated as "professional" in termly check-ins
		• High-level written and verbal communication	
		• Commitment to delivering a positive and professional first impression	
Environment	• Support a quality workplace culture and contribute to a positive working environment	• Team collaboration and respectful communication	• Active contribution in monthly team meetings;
		• Initiative to support and uplift colleagues	• Participation in workplace initiatives; absence of unresolved interpersonal issues in team reviews
		• Adaptability and a proactive approach to fostering workplace morale	

NB: These duties may evolve or change over time to meet the operational requirements of the College.

Knowledge required

Knowledge:	• High level of computer literacy - Particularly with MS Office Products • Exceptional Organisational Skills • The ability to talk to others to convey information effectively. • Time Management: Managing one's own time and the time of others. • Business acumen • Business culture and what it means to a business
Communication	• Excellent Communication Skills • Telephone customer communication skills • Resolve problems and issues in a timely manner • High level of computer skills

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.

Position Requirements

- Previous experience in a Secondary School Teacher – Mathematics role, or similar role.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- Evidence of willingness to undertake specific training as necessary, to enhance student support.
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- Ability to work both independently and collaboratively, contributing positively to a supportive school environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship
- Registration or eligibility for registration with the Queensland College of Teachers.

© This is the property of Ormiston College and must not be reproduced or copied in any form without written permission.