Role

- Be responsible to the Deputy Principal - Secondary School for the standard of teaching and learning in classes.
- Perform all teaching duties in a professional manner and in accord with the ethos of the College.
- Develop suitable teaching and learning plans for all classes taught and submit these for inspection as requested by the Head of Department, Deputy Principal - Secondary School or delegate.
- Ensure that tests are set, and other assessment procedures are followed in a manner that ensures fair and valid assessment and the maintenance of proper standards, in accordance with ACARA and QCAA guidelines.
- Cooperate and work with fellow teachers in professional development associated with teaching.
- Attend all staff meetings and briefings as directed.

Library And Resources

- Be familiar with resources, including digital resources, relevant to the subject area.
- Inform the library staff, with adequate notice, of topics and units of study in the subject area taught to enable the collation, preparation and acquisition of resources.
- Work with the Library staff in encouraging students to use Library facilities and resources effectively.

Relationship with Parents

- Develop and maintain a relationship with all parents based on mutual respect and cooperation.
- Establish and maintain open friendly channels of communication.
- Consult with parents as appropriate regarding all aspects affecting the learning of their children.

Extracurricular Activities

- Participate in extracurricular activities as appropriate according to ability and capacity.

Student Pastoral Care

Provide leadership in pastoral care to of students by:

- Readily identifying with them.
- Being available to offer counsel to them.
- Showing by example Christian compassion and care when dealing with other people in the course of duty.
- Being available to, and easily identified by, parents of students in your class.
- Ensuring that communication lines between the College and students are met through the circulation of the Daily Notices.
- Maintaining discipline among students in terms of the daily attendance check, weekly diary check, uniform and appearance check and the general behaviour of students.
- Settling new students into the care group with warmth and welcome.
- Reporting on students at the end of each semester in terms of their character profile.

General

- Show a pastoral concern for other teachers in a personal as well as a professional capacity.
- Ensure that the selection and presentation of subject matter and of attitudes and values is in sympathy with the Christian gospel, Christian teachings and ethics, and the confessions of the Lutheran Church of Australia.
- Attend College worship services and other College events as directed.
- Create a positive image of the subject area, of self and the subject among the staff, students and parents.
- Encourage students to engage in extra-curricular activities related to the subject (e.g. competitions, camps, exhibitions, workshops, gallery visits).
- Monitor all classroom equipment and furniture to ensure it remains in good working condition and in compliance with Workplace Health and Safety regulations.
- Participate in the activity of Yard Duty and maintain an environment where children feel safe both inside and outside the classroom.

Reporting Relationships

The Secondary School Teacher will report to the Head of Department, supported by the Deputy Principal – Secondary School and ultimately is responsible to the Principal.

Other Duties

- Any other duties as required by the Deputy Principal – Secondary School, Principal or other delegate from the College Leadership Team.

Qualifications And Experience

- Current registration with Queensland College of Teachers
- Hold a relevant teaching qualification and current teaching registration
- Experience in the provision of quality relevant curriculum program
- Developed classroom teaching skills
- Capacity and willingness to contribute to the wellbeing of students
- Commitment to upholding Christian values and ethos
- Ability to work in a team to achieve identified outcomes and sustained performance
- Demonstrated well-developed interpersonal skills, time management and organisational skills
- Strong problem-solving skills.

Personal Attributes

- Discreet.
- Honest.
- Empathetic.
- Resilient.
- Professional attire and appearance.
- Willingness to learn and to grow.
- Understanding of and willingness to work within the ethos of the College.
- Strong communication and interpersonal skills.
- Effective time management with flexibility and adaptability to maintain work output during times of high pressure and tight deadlines.
- Ability to work independently and as part of a team.

Professional Attributes

- Provide leadership by example in professional attitudes and growth, pedagogical excellence, command of subject matter, subject area organisation and concern for students.
- Ensure that students are encouraged and assisted to establish and maintain the highest standards of academic excellence of which they are individually capable.
- Keep abreast of current educational developments, particularly in relation to the relevant year level taught.
- When ready and appropriate, supervise the practicum of teachers in training.
- Attend in-service opportunities or in-service training as appropriate, with the aim of maintaining currency of professional knowledge.
- Be committed to the development of the professional self in accordance with the Australian Professional Standards for Teachers.
- Cooperate with other staff to develop and maintain a culture of high professional standards and mutual support.

Working Conditions

Duties and responsibilities as a teacher within a Lutheran school are outlined in the Lutheran Schools Enterprise Bargaining Agreement 2024, between the Lutheran Church of Australia (Queensland District) Schools Department and the Queensland Independent Education Union.

Workplace Health & Safety

All staff are expected to comply with the WH&S Policy, legislative requirements and to adhere to safe work practices by:

- ensuring adherence to WH&S policies and procedures.
- consulting with staff on WH&S issues.
- ensuring that staff are equipped with the information, instruction, training, and supervision that they need to work safely
- identifying and assessing, if necessary, and controlling hazards within their area of responsibility
- encouraging early reporting of incidents
- assisting with initiating early return to work on suitable duties after a workplace injury
- ensuring that all staff, including volunteers and contractors, are aware of, and abide with, all relevant procedures
- ensuring all plant and equipment is properly maintained
- acting as a role model by demonstrating safe work behaviours.

I, …….. as "Teacher – Secondary School" have read and understood the Role Description as outlined above.

Signed……. Date……