



Secondary Teacher

Reports to Head of Secondary School

Curriculum Responsibilities:

- Teach the agreed curriculum in accordance with the College curriculum programs, and all Australian Curriculum and Victorian Certificate of Education (VCE) requirements as appropriate;
- Ensure courses are documented in accord with College guidelines and that students are provided with course outlines and assessment details;
- Engage in professional development activities to ensure knowledge of content and pedagogy is current;
- Operate effectively at all stages of the teaching and learning cycle, including planning for learning and assessment, developing learning programs, teaching, assessing, providing timely feedback on student learning and reporting to parents;
- Make provision for individual differences in curriculum delivery;
- Maintain high quality, positive and effective working relationships with colleagues, contributing to team plans and programs;
- Attend all relevant meetings and participate in departmental reviews of curriculum and teaching approaches.

Learning Expectations:

- Create a learning environment that fosters trust and respect, and encourages each student to engage in the learning process;
- Establish and achieve high expectations of students in relation to engagement with learning, work standards, behaviour and self-management;
- Use teaching and learning strategies that draw from and beyond the varied experiences of students;
- Encourage students to question and seek assistance as required;
- Ensure lessons are varied and include activities designed to engage all students;
- Set academic expectations that challenge all students without causing undue frustration;
- Be aware of current research literature as it relates to effective teaching and learning.

Assessment and Reporting:

- Ensure all assessment and reporting is consistent with the College's Policy and Departmental guidelines;
- Set regular homework and provide feedback to students within a reasonable time;
- Maintain accurate records of student learning progress;
- Give students adequate notice of assessment deadlines and details of assessment procedures;
- Use a variety of assessment tools across a semester's work;
- Complete subject reports in the required style and by the set date.

Pastoral Responsibilities:

- Provide an example, guidance and encouragement in the development of students' Christian character and social and emotional wellbeing;
- Be sensitive to the individual needs of students;
- Be alert to changes in attitude or performance of students that may indicate an underlying problem and liaise with the Year Level Coordinator and Head of Secondary as required;
- Employ appropriate behaviour management strategies to ensure a safe, orderly and success orientated learning environment, addressing discipline issues promptly, fairly and respectfully;
- Encourage students to take care of their own books and equipment and to respect the possessions of their peers;
- Provide a classroom environment that fosters the development of a healthy identity in Christ.

Extra-Curricular Responsibilities:

- Attend and take part in daily staff devotions;
- Undertake staff duty responsibilities (including yard duties, clean up rosters, etc);
- Report directly to the Head of Faculty, and Head of Secondary School;
- Other duties as required by Deputy Principals, Principal or Business Manager.

Key Selection Criteria:

- Demonstrate an active faith (local church involvement) and Christ-like leadership attributes;
- Be a qualified teacher and hold current registration with the Victorian Institute of Teaching (VIT);
- Display a passion for a deep knowledge of Christian education;
- Commitment to professional learning and continuous improvement;
- Be a team player and demonstrate the ability to work cooperatively with other staff;
- Demonstrate a pedagogy and practice that is informed first and foremost by a biblical worldview, as well as contemporary teaching approaches, and the use of relevant technologies;
- Possess the ability to form positive relationships with students;
- Excellent written, presentation, teaching, organisational and communications (written and verbal) skill.