

Secondary Teacher Job Description

Main Purpose of the Job

A Secondary Teacher is a member of the Secondary staff, responsible for fostering a high-quality, Christ-centred learning environment. They work with the Head of Secondary to facilitate student learning, conduct assessments, and ensure student safety, well-being, and discipline. The teacher reports directly to the Head of Secondary for all matters related to teaching and curriculum development.

Key Responsibilities

Educational & Pastoral

1. Create a positive and effective teaching and learning environment, fostering a professional and caring relationship with students, parents, and the wider college community.
2. Present subject matter using diverse teaching techniques and materials.
3. Clarify the purpose of assessment and ensure that accurate records of formal or diagnostic student assessment are kept.
4. Administer and grade tests, projects, and assignments to evaluate student progress.
5. Communicate student progress and address concerns with students and parents, collaborating with counsellors or senior teachers as needed.
6. Maintain discipline in all school areas.
7. Contribute to the ongoing development of a high-quality, Christ-centred curriculum.
8. Holistically support students' educational, emotional, behavioural, social, and spiritual needs.
9. Comply with all College and Queensland Curriculum and Assessment Authority (QCAA) policies and procedures, and demonstrate a working knowledge of the Australian Curriculum.
10. Organise extra-curricular activities, such as learning programs, missions, lunchtime activities, parent volunteers, and other activities in consultation with the Executive Leadership Team.

Professional Development & Collaboration

11. Attend and actively participate in staff meetings, team meetings, devotions, educational conferences, and workshops.
12. Engage in ongoing personal and professional development.
13. Collaborate with colleagues and staff to ensure a cohesive team environment.
14. Mentor new staff as required.
15. Contribute to College learning teams and assist in selecting educational resources.
16. Liaise with parents, community members, and business groups.

Administration & Operational

1. Maintain accurate class and scholastic records.
2. Report any absence from duty to the Head of Secondary before 6:30 am.
3. Provide timely written and verbal reports on student progress to parents and the College leadership.
4. Keep accurate and timely attendance records, marking within set timeframes.
5. Ensure the duty of care is exercised through active supervision of students at all times.
6. Adhere to the College's work health and safety procedures, prioritising risk prevention.

7. Report any incidents, injuries, or hazards immediately using the College's WHS reporting system.
8. Assist other members of the Secondary team and perform duties as required by the Head of Secondary or Principal.
9. Participate in extra duties and events, including yard duty, bus duty, sports days, camps, excursions, parent-teacher interviews, enrolments, marketing, information evenings, and other College-wide activities as assigned.
10. Raise Child Protection concerns as per the College policy.
11. Perform duties in a manner that is without an unacceptable level of risk to their own health and safety, other employees, students, or the College community in general, making risk prevention a priority.
12. To the best of the employee's experience and knowledge, provide risk management information, as requested by your supervisor.
13. Maintain knowledge of the College's emergency procedures and follow them when required.
14. Maintain knowledge and comply with the Staff Handbook, Code of Conduct (Staff), Duty of Care Handbook and all other handbooks, policies and procedures.
15. Convey to the public a positive image of the Freshwater Christian College and Freshwater Church.
16. Demonstrate an awareness of and commitment to the College's mission, vision, and values.
17. Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times.
18. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members).
19. Assist other members of the Secondary team when required.
20. Any other duties as designated by the Principal.

Selection Criteria

Essential

1. Appropriate tertiary qualifications in teaching.
2. Queensland College of Teachers Registration (or the ability to obtain).
3. Be fully aligned with the values, virtues, and Christian beliefs of Freshwater Christian College.
4. Able to affirm the College's Statement of Faith.
5. Able to comply with College policies, procedures, codes of conduct, and training requirements, including those related to work health and safety, risk management, child protection, and confidentiality.
6. Able to work with all members of the College community.
7. A willingness to assist in extracurricular activities after normal working hours.
8. Be legally permitted to work in Australia.

Highly Regarded

1. Post-graduate qualifications.

Status

Permanent Full Time, Permanent Part Time, or Casual, depending on the College's operational needs.

Probationary Period

For permanent positions, a six-month probationary period from the start date of employment applies.

Salary and Conditions

Above the Educational Services (Teachers) Award 2020, based on qualifications and previous experience.

Note

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. This job description is a general summary of the position's major duties and responsibilities. It does not represent the entirety of the role, and the person in this position may be asked to perform other duties for Freshwater Christian College that are not listed. The College reserves the right to modify this description in consultation with the employee, based on the operational needs of the College.

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