POSITION: SECONDARY TEACHER

Classification: Teaching

Directly Responsible to the Deputy Principal Secondary

General Responsibilities:

• Teach your allocated classes to the best of your ability
• Teach extra and in lieu of periods as and when required to cover staff absences
• Playground and bus duties as per rostered arrangement
• Attendance at parent / teacher interviews as arranged by the Principal
• Attendance at rostered staff meetings
• Attendance at School Information Nights and other occasional events when required
• Supervision of extra and co-curricular activities (eg. sport teams, school camps, excursions) if required
• Work professionally in abiding by the systems and procedures of the school
• Active involvement in a local church
• Maintain your personal Christian lifestyle to keep in line with the school vision
• Manage relevant budgets allocated
• Keep accurate records of student progress
• Fulfill the reporting requirements by the due dates given
• Maintain accreditation with BOSTES
• Any other duties the Principal (or delegate) may assign from time to time

Personal/ Professional Growth:

• Continually develop a greater understanding of the nature and purpose of Christ-centred education
• Attend and participate in relevant professional development in order to provide best practice education to students
• Provide and receive written and verbal feedback to other teachers regarding their classroom practice

Curriculum Development:

• Maintain and add to the teaching programs relevant to your subjects
• Collaboratively plan scope and sequences, teaching programs and assessment as required

Student Welfare:

• Keep the Principal/ Deputy Principal informed of the needs and progress of your students
• Discipline and counsel students in the school as the need arises
• Liaise with parents concerning the welfare of their children
• Maintain consistent structure and standards for your students.