

DUBBO CHRISTIAN SCHOOL
POSITION DESCRIPTION



POSITION DETAILS

Position Title:	Duty Statement – Teacher (7-12)
Department:	Secondary School
Date Established:	-
Date Updated :	23 August 2016
Reports to:	Head of Faculty Deputy Principal
Direct Reports	-

KEY OBJECTIVE

	Teachers at Dubbo Christian School are responsible to the Principal for providing quality and balanced curriculum delivery, assessment and pastoral care to all students in their area of responsibility.
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COMMUNICATION

Internal:	School Executive, teaching and non-teaching staff, students
External:	Parents, visitors

CONFIDENTIALITY

	This position will require dealing with confidential information. A confidentiality agreement is required.
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CHRISTIAN LEADERSHIP

	Teachers (7-12) will <ul style="list-style-type: none">• Openly affirm and practice the Christian faith• Demonstrate a Christian approach when dealing with others• Promote, support and promulgate the mission and core values of DCS• Demonstrate a team oriented, collegial and collaborative approach to their work
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KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions will be delegated to the Deputy Principal, via the relevant Head of Department, on a day to day basis.

The teacher contributes to the following areas of responsibility:

Professional Engagement

- Shares responsibility for promoting the vision, core values and aims of Dubbo Christian School;
- Demonstrates godly Christian discipleship;
- Works collegially as an active team member within the faculty team;
- Is responsible for understanding and adhering to the DCS staff Code of Conduct;
- Plans and prepares programs in teaching area(s);
- Is responsible for maintaining and enhancing the physical appeal of classrooms and providing a stimulating learning environment;
- Prepares and effectively uses teaching and learning materials for students;
- Reports to parents at parent teacher conferences;
- Either works towards or maintains BOSTES teacher accreditation;
- Is responsible for completion of interim, first semester and second semester reports for their class/es. Responsible for ensuring deadlines are met according to the Examination and Reporting Booklet;
- Is responsible for preparing first semester and second semester examinations for their class/es according to the requirements of the Examination and Reporting booklet;
- Ensures all teaching programmes and assessments comply with school wide policy and BOSTES requirements;
- Ensures all expenses and budget items are approved through use of POR's and supervisor;
- Takes responsibility for WHS compliance in their area of responsibility;
- Ensures all excursions in area/s of responsibility are compliant with excursion risk assessment procedures;
- Ensures first aid certification is maintained.;
- Other duties as delegated by the Principal.

Duties in relation to Students

- Monitors and encourages a positive learning culture in their class/es;
- Ensures high standards of student supervision, discipline and conduct;
- Ensures effective, caring pastoral care is provided to students;
- Ensures behaviour issues are dealt with according to behaviour management procedures, including referring behaviours to supervisor through infringement forms if appropriate;
- Effectively reports all bullying reports according to the bullying policy.

Parents

- Maintains the highest level of parent satisfaction and goodwill;
- Manages parent concerns and issues and involves supervisor immediately of such incidents;
- Is proactive in organising meetings with parents, individual students or other resources (in conjunction with supervisor) in order to pre-empt

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pastoral care and/or discipline issues in their class/es;

- Ensure that sick/absent students work programs are provided in a timely manner when requested by head of secondary.

Administration / Duties

- Adhere to all School Management Policies;
- Carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources and care of furniture and property;
- Complete accurately and appropriately, as required by School policy, all tasks of planning, evaluation and record keeping;
- Maintain accurate records of student achievement, pastoral care and communication with parents/care givers;
- Provide high quality reports to parents, both oral and written;
- Respond appropriately to written communiqués;
- Abide by the School Staff dress code;
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students;
- Adhere to and implement all safe work practices and procedures in accordance with School policies;
- Undertake excursions, competitions and other relevant curricular and co-curricular activities.

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the school from time to time in accordance with the school's operational requirements.

Essential Skills and Experiences

- Relevant university degree and teaching qualifications.
- Demonstrated experience, skill and ability to fulfil the responsibilities as detailed in the Position Description.
- Ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the School community;
- Demonstrated proficiency and competence in the use of technology to enhance the educational outcome;
- Ability to contribute positively to the ethos and culture of Dubbo Christian School.
- Capacity and willingness to be familiar with, understand and comply with School policies and procedures
- High level of interpersonal and communication skills.
- Current registration with BOSTES and valid Working With Children Check.

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Personal Characteristics

- A love of teaching and a passion for education
- Personal agreement with the stated Vision, Mission and Philosophy of the School
- Demonstrated personal commitment to the Christian ethos and values of the School
- High level interpersonal skills and proven ability to work collaboratively in a team
- Excellent technical competence and skills
- Positive and flexible attitude
- Enthusiasm and energy
- Self-motivation
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- Well -developed skills of time management and organization

Hours of Duty

This is a permanent full-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23