

DUBBO CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION DETAILS

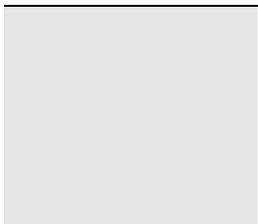
Position Title:	Secondary (7-12) Classroom Teacher
Department:	Secondary HSIE
Date:	22 September 2020
Reports to:	Head of Department

Primary Purpose



A 7-12 classroom teacher is to be an effective educator who demonstrates an understanding and strong commitment to Christian Education. The teacher is to present a high level of competency in the delivery of curriculum which is reflective of contemporary pedagogy through a Christian lens. A passion for educating and nurturing students in a rural setting is fundamental to this role.

Essential Criteria



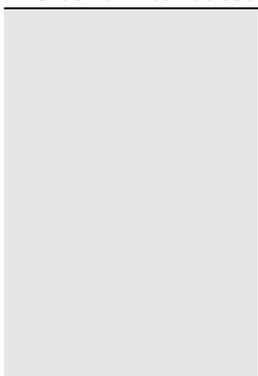
- Relevant tertiary qualifications for the position and NESA teacher accreditation
- Knowledge of current syllabus documents and proven ability to develop contemporary teaching and learning programs
- Demonstrated ability in using technology in the learning process
- An understanding of and commitment to student wellbeing

Desirable Criteria



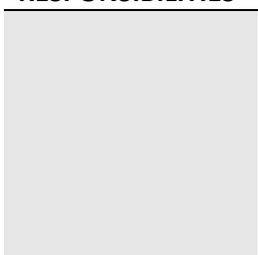
- Approval to teach HSIE and / or Business Studies
- First Aid qualification
- Understanding of Explicit Direct Instruction and the Transformation By Design Framework
- Experience in using Student Management Systems, in particular Sentral.

Personal Attributes



- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Demonstrated ability to contribute to the co-curricular life of the School
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

KEY RESPONSIBILITIES



In all matters concerning their appointment, the 7-12 teacher will be responsible to the Principal or deputised person to act on behalf of the Principal. For practical purposes these functions will be delegated to the Head of Department on a day to day basis. A 7-12 teacher's key responsibilities are as follows:

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Professional Engagement

- Ensure that all teaching programmes, examinations, assessments and reporting comply with school policy and NESAs requirements
- Either work toward or maintain NESAs teacher accreditation
- 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
- Ensure all excursions in area/s of responsibility are compliant with excursion risk assessment procedures
- Maintain accurate records of student achievement, pastoral care and communication with parents/care givers
- Abide by the school's Staff Dress Code
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
- Other duties as delegated by the Principal, Deputy Principal, Head of Secondary or Head of Department.

Duties in Relation to Students

- Monitor and encourage a positive learning culture in their class/es
- Ensure high standards of student supervision, discipline and conduct
- Ensure effective, caring pastoral care is provided to students, including mandatory Child Protection responsibilities
- Ensure behavioural issues are dealt with according to behaviour management procedures

Duties in Relation to Parents

- Maintain the highest level of parent communication
- Manage parent concerns and issues and advise the respective supervisor/s immediately of such incidents
- Ensure that sick/absent students work programs are provided in a timely manner when requested by Head of Secondary

Administration / Duties

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

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