JOB DESCRIPTION
Secondary Teacher

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Teacher (Secondary)**
Reports To:	**Head of Learning Area**
Direct Reports:	**n/a**
Section of School:	Secondary School
Liaises with:	All Secondary School Staff

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	Teaching staff are part of an energetic and dedicated team that support the learning of the children in their care. Secondary Classroom Teachers must have an understanding of their curriculum field and apply the associated methodologies in their teaching practices. They are required to have involvement in teaching and a proven ability to teach upper school in their field of study. To provide a caring and exceptional educational environment for all students within a specific class during an academic year. All Teachers must fulfil the 'Proficient Levels" in all of the AITSL Australian National Standards for Teachers. Teachers report directly to the Head of Learning Area, who in turn reports directly to the Head of Campus.
Role requirements:	<u>Teaching and learning</u> • Establish expectations for each student which are clear, challenging and achievable. • Generate student interest, enthusiasm and motivation and make learning meaningful. • Demonstrate thorough preparation and purposeful planning which caters for the differing needs of students. • Use a range of effective strategies to support student learning and thinking. • Use effective management which provides a teaching climate conducive to learning. • Use a range of diagnostic and formative assessment processes to monitor student performance. • Maintain effective communication with students and parents concerning each student's learning program and progress. • Demonstrate awareness of the particular educational needs of different groups of students and the capacity to develop strategies to meet these needs.

	• Engage with, and adapt to a variety of school systems, software and technologies that have been implemented to enhance teaching and learning outcomes. <u>Students:</u> • Foster in students an active and positive attitude to learning which generates mutual respect between teacher and learner. • Build confidence and self-esteem in students. • Show care for students and cater for their emotional needs. • Cater for students' spiritual needs. • Recognise the dual role of a teacher as being concerned with both pastoral and academic objectives, in classroom and homeroom teaching environments. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing. <u>Professionalism and Team Work</u> • Work collaboratively and communicate effectively with colleagues (including Heads of Learning, Deans of House, teachers, LAs, etc.), sharing ideas and solving problems. • Support and show care for colleagues. • Maintain positive and supportive interactions with parents and visitors • Work as a cooperative member of the team ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled • Adhere to School teaching and OH&S regulations and policies • Attend team and school meetings where necessary • Assist in planning and hosting relevant information events throughout the year • Maintain student, staff and parent confidentiality • Contribute to the co-curricular programme of the School as required <u>Communication with Parents and the Wider Community</u> • Consult and advises parents regarding individual students. • Foster constructive relationships between the School and the community. • Use communications with parents to foster positive attitudes towards the School. <u>Commitment to Professional Development</u> • Critically reflect on teaching practice and modify it accordingly. • Demonstrate commitment to personal professional development on a planned and continuing basis, and apply learning gained. • Demonstrate an involvement in the School, inter-school, AISWA, Curriculum Council, DET or other committees or networks as the opportunity arises. • Engage with current issues in education and the educational implications of trends and developments. <u>Contribution to the School's Curriculum</u> • Participate in School decision making processes. • Respond to the School's vision and Strategic Plan. • Carry out School procedures, protocols and administrative expectations accurately and on time.

	• Apply relevant School policies and guidelines as described in the online School Handbook. • Make judgments consistent with the School's policies and culture. • Participate in the camping program and extracurricular activities as required. <u>Commitment to the School's Culture and Operation</u> • Promote community among the staff as a whole and within the house, Learning Areas or other sections of the School. • Act as an example of the School's values to students and reinforces those values with students. • Provide students with an example of Christian living and thinking through their words and actions. • Participate in staff reflection and devotions and in the faith life of the School. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School

Key Performance Indicators:	**Teaching Staff** • Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Use a range of diagnostic and formative assessment processes to monitor student performance • Maintain effective communication with students and parents concerning each student's learning program and progress • Maintain high quality electronic student records, and provide regular/, detailed feedback on learning and progress to parents and students • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Ensure the collection, use and storage of personal information is in accordance with the School's Privacy Policy • Identify professional and personal development needs and seek ways to meet them • Undertake and apply Occupational Health and Safety requirements in the workplace • Strive to identify areas and processes for ongoing improvement of productivity and service • Meet deadlines • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.

Selection Criteria:	• Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • Hold a current Work With Children card • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • High levels of skill in teaching, with a willingness to innovate in order to find better practices • A passion for teaching • A coherent philosophy of education for Secondary students, expressed in practice • An excellent knowledge of contemporary educational issues and directions especially in his/her learning area • Skills and experience in developing, implementing and evaluating curriculum • Highly developed skills in the application of technology as a learning, teaching and management tool • An ability to foster positive relationships with students, with a commitment to their personal growth • Participation in appropriate professional contributions to the learning area beyond the School. • Willingness to positively and actively contribute to the Christian culture of the School.

I understand and accept the responsibilities as outlined in this Job Description.

_____ **Employee – Name**		_____ **Supervisor – Name**
_____ **Signature**		_____ **Signature**
_____ **Date**		_____ **Date**

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	May 2019	May 2021	Steph Snyman	Content Change	HOC, Deputies
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO