

KERANG CHRISTIAN COLLEGE  
Teacher  
Position Description



<p>Accountability</p>	<p>Directly through both written and oral means to: Primary Teachers: Principal Secondary Teachers: Head of Secondary and Principal</p>
<p>Main Objectives</p>	<p>The teacher is expected to teach students from a Christian Perspective as outlined in</p> <ul style="list-style-type: none"> <li>a) The Vision, Mission and Values of the school, and</li> <li>b) The school's educational philosophy.</li> </ul> <p>The teacher will be a professional colleague who will be part of a team of teachers striving to achieve the aims and objectives of the school.</p>
<p>Specific Accountabilities</p>	<p><u>Specific Accountabilities:</u></p> <ul style="list-style-type: none"> <li>• Teach classes as allocated</li> <li>• Mark student assessment tasks and maintain records of student achievements</li> <li>• Supervise additional classes as required</li> <li>• Plan and organise work for effective teaching to occur including a variety of strategies and methods to cater for the range of abilities and interests in the class</li> <li>• Maintain a detailed Record of Procedure for lessons on a weekly basis (ie. Work Program) and units on a Term basis</li> <li>• The teacher will set homework as per year level expectations.</li> <li>• Monitor student progress and liaise with the Principal or Head of Secondary, as appropriate, regarding students at risk and those requiring special consideration</li> <li>• Provide reports to parents at meetings, interviews and in writing as required</li> <li>• Attend professional development activities to improve teaching and pastoral skills and knowledge</li> <li>• Attend Staff Meetings, subject/department meetings, and other meetings as required</li> <li>• Ordering and organising materials as required for teaching and within approved budget limitations</li> <li>• Assist with planning of special school programs, eg: excursions, camps, sports, educational visits etc... where required.</li> <li>• Perform any other duties as delegated.</li> </ul>
<p>Duty of Care</p>	<p><u>Duty of Care</u></p> <ul style="list-style-type: none"> <li>• Be familiar with school policy, rules and expectations</li> <li>• Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach</li> <li>• Giving, in so far as the teacher is able, the individual attention to which each student is entitled</li> <li>• Actively support the School's Code of Conduct and insist on acceptable standards of behaviour in students</li> <li>• Follow workplace health and safety procedures</li> <li>• Be punctual to classes, meetings and other duties</li> <li>• Supervise students whilst on grounds duty and afterschool detentions</li> <li>• Maintain records of student attendance at classes</li> <li>• Ensure early indications of concerns are communicated to parents.</li> </ul>
<p>Pastoral Care</p>	<p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> <li>• Take responsibility for the pastoral needs of students in your Class.</li> </ul>

<p>Personal Skills and Attributes</p>	<p><u>Personal Skills and Attributes</u> It is assumed that the teacher will:</p> <ul style="list-style-type: none"><li>• demonstrate a strong commitment to the ethos of Christian education</li><li>• be vitally concerned about the needs of students</li><li>• need to be able to communicate sensitively and confidentially with parents and students</li><li>• set a good example of Christian living in the School and in his/her private life</li><li>• have a high degree of teaching competence and be highly organised;</li><li>• demonstrate a high degree of flexibility in his/her approach to dealing with students and in the teaching methodologies employed</li><li>• be able to work collaboratively with other staff members and build positive relationships with others</li><li>• have a high degree of computer literacy or be willing to undertake training in computer literacy</li><li>• demonstrate a high level of organisational skills</li><li>• have a professional outlook on teaching and the needs of students</li><li>• The teacher's existing knowledge and expertise will continually be increased resulting in the development and innovation of new and improved teaching techniques and curriculum materials.</li></ul>
---------------------------------------	---