



Position Description	Senior School Teacher
Reports to	Deputy Principal
Key Liaisons	Learning Area Leader, Curriculum Leader, Dean of Studies, Dean of Students, Head of Junior School
Last Updated	April 2023

## Vision, Mission and Values

### ***Our Vision***

St Aidan's nurtures each student's personal aspirations within a vibrant learner-centred community.

### ***Our Mission***

St Aidan's strives to provide excellence in education, in a caring, friendly environment, where each individual, nurtured and shaped by the values of the Christian Faith, has the opportunity to achieve her full potential and to develop a passion for life and for learning.

### ***Our Values***

Our focus is to develop and promote authentic, caring, confident, creative and connected women who value reason, imagination, truth, compassion and responsibility.

## Position Overview

It is the role of the teacher to be responsible for the development of each individual in his/her class to her fullest potential through the provision of:

- quality learning experiences.
- a controlled, positive classroom environment conducive to learning.
- a caring, supportive classroom environment conducive to optimum personal development.
- remediation and extension activities as identified.

This will be provided, under the leadership of the relevant Learning Area Leader or Curriculum Leader and in a manner which is in harmony with the philosophy and values of the School as espoused by the Sisters of the Sacred Advent and the School Council.

## Responsibilities and Accountabilities

- Thorough planning and preparation of all lessons.
- Preparation of assessment tasks as required.
- Exemplary modelling of the School Mission and Values.
- Regular analysis of data to inform teaching practice.
- Support preparation for external testing (where relevant).
- Regular self-evaluation with regard to the effectiveness/quality of teaching.
- Reporting to students and parents.

- Ensuring that feedback is given as soon as possible after the exercise and this is framed positively with full and constructive comments aimed at improving the students' performance.
- Being available to students out of class for extra help where needed, via negotiation between teacher and students.
- Referral of students to appropriate staff when necessary (learning difficulties, behavioural, homework not done etc).
- Professional and personal growth and development aiming to constantly improve the quality of the learning experiences provided through the teaching program.
- Maintaining an accurate class roll through electronic roll marking.
- Checking daily absentee list to check for student truancy.
- Maintaining student folios and accurate assessment records.
- Ensuring normal routines in the classroom are maintained.

### **Position Requirements**

- A recognised degree in education and teaching with relevant qualifications and expertise in curriculum area.
- Registration with The Queensland College of Teachers.
- Knowledge of and experience in the implementation of the Australian Curriculum and the QCAA syllabus documents
- Knowledge of effective teaching strategies to develop thinking and learning skills and to support lifelong learning.
- Skills in integrating technologies effectively in the teaching/learning program.
- An ability to work as a member of a team.
- Excellent communication skills
- Active involvement in the extra-curricular and spiritual life of the School and the SOAR/Camping programs.
- It is further anticipated that teachers maintain an understanding of current educational trends and requirements.
- Ability to work across Year 6 to Year 12.
- Willingness to teach Religious and Values Education.

### **Commitment to safety, welfare and wellbeing of students**

- Be informed of responsibilities in relation to student protection, including but not limited to, attending all mandatory Student Protection training and being familiar with relevant school policies.
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge and staff ID at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other).

### **Commitment to Work Health and Safety**

- Report any hazards or potential hazards immediately. Eliminate or Isolate the hazard if it is safe to do so.
- Report any accidents involving students, staff or visitors.
- Cooperate in any emergency drills and safety audits.
- Undertake Work Health and Safety training as required.
- Follow all safety policies, procedures and instructions.

- Lodge risk assessments for all external and internal risk activities.
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards for example electrical appliances to be tagged and tested before use.

### **General**

- Participate in the performance review process.
- Participate in staff meetings, mandatory training and professional development as required.
- Other relevant and reasonable duties as required.

### **Other Requirements**

- An ability to hold a Working with Children – Blue Card as issued by the Queensland Government
- An ability to hold a current Senior First Aid Certificate.

*This position involves working with children. All position holders will be subject to a gaining and maintaining satisfactory employment screening for child related employment in accordance with legislation and school policies.*