



POSITION DESCRIPTION

Position Title	Teacher (Secondary)
Tenure	Fixed Term
Reports To	Head of Department
EBA	ASC Inc. Western Australian Agreement 2019
Classification	Step 1 to Step 10
Date Last Reviewed	January 2024

POSITION PURPOSE

The Classroom Teacher is a highly valued and integral part of the GMAS teaching team community.

Under the direction of the Head of Department, teachers are responsible for the academic program and wellbeing support of students within their particular class grouping. The school strives for a holistic approach to curriculum planning and delivery. The role of teacher, mentor and facilitator is to further enhance this approach to maintain best practice.

KEY ACCOUNTABILITIES

The classroom teacher plays a significant role in assisting the school to improve student accomplishment and educational outcomes determined by the school's strategic plan, state-wide priorities and contributing to the development and implementation of school policies and priorities.

The focus of a classroom teacher is on classroom management, subject content and wellbeing support teaching practice. New entrants to the teaching profession in their initial teaching years receive structured support, mentoring and guidance from teachers at higher levels.

All teachers may be required to undertake other duties in addition to their rostered teaching duties provided the responsibility is appropriate to the salary range, qualifications, training and experience of the teacher.

CORE EXPECTATIONS

Curriculum

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students.
- Plan and implement a range of teaching programs or courses of study.
- Teach an area of the curriculum or a general curriculum to a year level.
- Monitor, evaluate and report student progress in key learning areas.
- Implement strategies to achieve targets related to student learning outcomes.
- Maintain records of class attendance and recording student progress.

- In the Anglican tradition, nurture Christian formation and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Teach across discipline(s) and cohort levels appropriate to the school's timetabling needs.
- Be willing and able to competently teach the Christian Religious Studies (CRS) program, or equivalent, if required.
- Teach composite classes and flexible groupings if and when required.
- Develop high order information technology skills (including the Apple Platform) that are translated into daily classroom teaching practice and pedagogy.
- Ensure preparation and delivery is learner centred, collaboratively organised, flexibly constructed, community orientated, and adequately resourced.
- Develop work and assessment programmes in each relevant subject area and plan for each term and semester, focusing on individual student learning needs.
- Implement work programs as per school requirements.
- Inform students of each term's program and assessment requirements (if applicable) prior to delivery.
- Be conversant with and refer constantly to the School Curriculum and Standards Authority (SCSA) and **Australian Curriculum, Assessment and Reporting Authority (ACARA)** requirements and other relevant documents to ensure that the correct elements are embedded in each course, and build these into classroom experiences and assessment instruments.
- Monitor progress and provide feedback to students, other teaching staff, and parents, being particularly aware of the need to respond promptly to student and parent concerns.
- Accurately and consistently update students' records in their administration files.
- At reporting times, accurately draft and redraft student reports within the published time frame.
- Introduce and develop ways of encouraging critical analytical thinking skills and communication skills with the students you teach.
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Have an ability to consistently inspire and motivate students in their learning.
- Motivate students by making their work relevant, challenging and enjoyable.
- Demonstrate a high level of classroom management, with a focus on restorative practice.
- Have an ability to work as an effective member of a team within the school.

Co-curricular Program (40 hour per annum requirement)

- Contributing to a range of co-curricular programs.
- Be fully committed philosophically and in practice to the co-curricular program and the role it plays at the school. This will involve commitment in school time and out of school hours and on weekends dependent upon the allocated/chosen activity.
- Plan and implement your component of the co-curricular program in association with your skills and the specific needs of the school.
- Be available to participate in the annual Educational Camp Program which will involve some overnight work away from Busselton.

Pastoral Care

- Take responsibility for the pastoral needs, duty of care, standards of behaviour of all students inside and outside the classroom.
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant Head of Department.
- Be active as a mentor in the Home Room System in accordance with the ethos of the school.
- Provide a child safe environment in accordance with the child safe standards.
- Implement effective student management consistent with GMAS Student Behaviour Management Policy.

Additional responsibilities

- Supervising a range of student activities including wellbeing programs.
- Supervise and train pre service teachers when requested.
- Maintain strict confidentiality with respect to the School's business.
- Display a strong dedication to customer service.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders.
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school.
- Any other duties that the Principal may delegate from time to time.

POSITION DIMENSIONS

People Management:

Nil

Budget / Expenditure:

As advised by Principal and Business Manager annually.

Significant Work Relationships:

- Head of Department
- Head of Curriculum
- Head of House/Head of Year
- Deputy Principal
- Principal

Work Pattern:

All teaching staff are to be at work no later than 20 minutes before the scheduled starting time for the first classes or scheduled activity of the day, and to remain for no less than 20 minutes after the scheduled finishing time for the school day. This also applies to student-free days except where otherwise negotiated with the Principal.

SELECTION CRITERIA

Selection Criteria

1. Appropriate educational qualifications/Bachelor's Degree in the relevant subject area, and current TRBWA registration.
2. Demonstrated experience in, or an understanding of the AITSL standards.
3. Experience in teaching relevant subject area course(s) in WA schools, or other appropriate systems, with the capacity to teach to ATAR level in at least one subject area course.
4. Demonstrate capacity to inspire young learners, possessing a commitment to learning and a passion for teaching.
5. A high level of interpersonal skills, a willingness to be an active team member and contribute to the Curriculum.
6. A demonstrated clarity of education purpose, vision, and engagement with our School Values.
7. Applicants should be prepared to make a significant contribution to the School's co-curricular program in area(s) of interest or expertise.
8. Ensure teaching practice continues to meet the TRBWA Standards for Teacher Registration at the relevant level by performing a range of professional development activities as part of ongoing registration practices.

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Obtain or hold a current Working with Children Check.
2. Manage full membership as a Registered Teacher with the Teacher Registration Board of WA (TRBWA).
3. Be supportive of the objectives and ethos of an Anglican education.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal

Mr Brad Evans

Name

Signature

Date

Teacher

Name

Signature

Date

Georgiana Molloy Anglican School is a child-safe environment