

## **ENGLISH TEACHER POSITION DESCRIPTION - 0.4**

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| <b>Reports To</b> | Head of High School |
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| <b>Overview</b> | <p>The English Teacher works with staff and students to promote learning and improve student outcomes through:</p> <ul style="list-style-type: none"> <li>• direct teaching contact with students;</li> <li>• the provision of coherent and planned lessons and learning activities;</li> <li>• the strengthening of academic standards, curriculum design and implementation;</li> <li>• participation in other teaching related activities;</li> <li>• and the performance of additional duties as directed by Head of High School.</li> </ul> |
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| <b>Main Objectives</b> | <ol style="list-style-type: none"> <li>1. Professional Teaching and Learning             <ol style="list-style-type: none"> <li>a. Curriculum</li> <li>b. Pedagogy</li> <li>c. Assessment</li> </ol> </li> <li>2. Pastoral Care of Students             <ol style="list-style-type: none"> <li>a. Pastoral Care</li> <li>b. Behaviour Management</li> </ol> </li> <li>3. Developing and Maintaining Positive Relationships</li> <li>4. Effective and Efficient Administration</li> </ol> |
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| <b>Duties and Responsibilities</b> | <p><b>1) Professional Teaching and Learning</b></p> <p><b>a) Curriculum</b></p> <ul style="list-style-type: none"> <li>• Plan comprehensive learning units and lessons that teach the Australian Curriculum through the lens of a Christian worldview;</li> <li>• Know relevant curriculum documents and guidelines and apply them;</li> <li>• Prepare and share teaching resources with other teachers.</li> <li>• Plan collaboratively with teachers from other disciplines to provide cross-curricular learning opportunities.</li> <li>• Follow School policy in relation to academic matters including assessment, work programs development and their implementation.</li> </ul> |
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| <b>Duties and Responsibilities</b> | <p><b>b) Pedagogy</b></p> <ul style="list-style-type: none"><li>• Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success;</li><li>• Know and understand a range of learning methodologies and technologies and their application in the classroom.</li><li>• Address students' varying intellectual, emotional and physical abilities in teaching practice;</li><li>• Keep abreast of changes in general and subject specific pedagogy</li><li>• Offer colleagues an opportunity to observe his/her own classroom practice on a regular basis</li></ul> <p><b>c) Assessment</b></p> <ul style="list-style-type: none"><li>• Maintain accurate and comprehensive records of student progress and achievement;</li><li>• Use varied assessment and reporting methods to regularly monitor learning progress;</li><li>• Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students;</li><li>• Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning;</li><li>• Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the School.</li><li>• Ensure that information about students' previous experiences and achievements in their subject is used to plan curriculum and improve student learning across a year level or within a learning area</li><li>• Monitor student academic progress</li></ul> |
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| <b>Duties and Responsibilities</b> | <p><b>2) Pastoral Care of Students</b></p> <ul style="list-style-type: none"><li>• <b>Pastoral Care</b></li><li>• Implement any School Pastoral Care Policies and Programs</li><li>• <b>Behaviour Management</b></li><li>• Establish and maintain an orderly, co-operative and task oriented learning environment;</li><li>• Implement any School Behaviour Management Policies and Programs</li><li>• Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required.</li></ul> |
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| <p><b>Duties and Responsibilities</b></p> | <p><b>3) Developing and Maintaining Positive Relationships</b></p> <ul style="list-style-type: none"> <li>• Work effectively and collegially as a member of a School team in a range of School activities;</li> <li>• Exercise effective communication skills with students, colleagues, parents or guardians, and others;</li> <li>• Establish positive and effective relationships with students, and encourage in them a positive and appropriate sense of self-worth;</li> <li>• Participate in partnerships with colleagues to reflect critically and constructively upon and improve teaching and learning practice;</li> </ul> |
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| <p><b>Duties and Responsibilities</b></p> | <p><b>4) Effective and Efficient Administration</b></p> <ul style="list-style-type: none"> <li>• Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records;</li> <li>• Meet and teach students at designated locations and times, and model high standards of punctuality, dress, language and other standards and expectations in the School;</li> <li>• Encourage in students an understanding of and support for the Christian practices and values of the School, teaching them as necessary;</li> <li>• Attend professional development activities to improve teaching and pastoral care skills.</li> <li>• Develop and maintain effective professional partnerships with other staff;</li> <li>• Undertake supervision duties diligently;</li> <li>• Attend staff meetings, parent teacher interviews and other co-curricular activities;</li> <li>• Understand and adhere to employer policies and procedures;</li> <li>• Supervise additional classes as required.</li> </ul> |
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| <p><b>Personal Skills and Attributes</b></p> | <p><b>Personal Skills and Attributes</b></p> <p>The successful candidate will :</p> <ul style="list-style-type: none"><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>• uphold the School's core values and Statement of Faith as outlined on the School website.</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</li><li>• demonstrate a high level of organisational skills;</li><li>• have a professional outlook on teaching and the needs of students;</li><li>• have an ability to adapt to a new and changing environment;</li><li>• be prepared to undertake additional professional development.</li></ul> |
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