

ENGLISH TEACHER POSITION DESCRIPTION - 0.4

Reports To	Head of High School
Overview	<p>The English Teacher works with staff and students to promote learning and improve student outcomes through:</p> <ul style="list-style-type: none"> • direct teaching contact with students; • the provision of coherent and planned lessons and learning activities; • the strengthening of academic standards, curriculum design and implementation; • participation in other teaching related activities; • and the performance of additional duties as directed by Head of High School.
Main Objectives	<ol style="list-style-type: none"> 1. Professional Teaching and Learning <ol style="list-style-type: none"> a. Curriculum b. Pedagogy c. Assessment 2. Pastoral Care of Students <ol style="list-style-type: none"> a. Pastoral Care b. Behaviour Management 3. Developing and Maintaining Positive Relationships 4. Effective and Efficient Administration
Duties and Responsibilities	<p>1) Professional Teaching and Learning</p> <p>a) Curriculum</p> <ul style="list-style-type: none"> • Plan comprehensive learning units and lessons that teach the Australian Curriculum through the lens of a Christian worldview; • Know relevant curriculum documents and guidelines and apply them; • Prepare and share teaching resources with other teachers. • Plan collaboratively with teachers from other disciplines to provide cross-curricular learning opportunities. • Follow School policy in relation to academic matters including assessment, work programs development and their implementation.



Duties and Responsibilities	<p>b) Pedagogy</p> <ul style="list-style-type: none">• Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success;• Know and understand a range of learning methodologies and technologies and their application in the classroom.• Address students' varying intellectual, emotional and physical abilities in teaching practice;• Keep abreast of changes in general and subject specific pedagogy• Offer colleagues an opportunity to observe his/her own classroom practice on a regular basis <p>c) Assessment</p> <ul style="list-style-type: none">• Maintain accurate and comprehensive records of student progress and achievement;• Use varied assessment and reporting methods to regularly monitor learning progress;• Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students;• Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning;• Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the School.• 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• Monitor student academic progress
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Duties and Responsibilities	<p>2) Pastoral Care of Students</p> <ul style="list-style-type: none">• Pastoral Care• Implement any School Pastoral Care Policies and Programs• Behaviour Management• Establish and maintain an orderly, co-operative and task oriented learning environment;• Implement any School Behaviour Management Policies and Programs• Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required.
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<p>Duties and Responsibilities</p>	<p>3) Developing and Maintaining Positive Relationships</p> <ul style="list-style-type: none"> • Work effectively and collegially as a member of a School team in a range of School activities; • Exercise effective communication skills with students, colleagues, parents or guardians, and others; • Establish positive and effective relationships with students, and encourage in them a positive and appropriate sense of self-worth; • Participate in partnerships with colleagues to reflect critically and constructively upon and improve teaching and learning practice;
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<p>Duties and Responsibilities</p>	<p>4) Effective and Efficient Administration</p> <ul style="list-style-type: none"> • Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records; • 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; • Encourage in students an understanding of and support for the Christian practices and values of the School, teaching them as necessary; • Attend professional development activities to improve teaching and pastoral care skills. • Develop and maintain effective professional partnerships with other staff; • Undertake supervision duties diligently; • Attend staff meetings, parent teacher interviews and other co-curricular activities; • Understand and adhere to employer policies and procedures; • Supervise additional classes as required.
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<p>Personal Skills and Attributes</p>	<p>Personal Skills and Attributes</p> <p>The successful candidate will :</p> <ul style="list-style-type: none">• be vitally concerned about the needs of students;• need to be able to communicate sensitively and confidentially with parents and students;• uphold the School's core values and Statement of Faith as outlined on the School website.• have a high degree of teaching competence and be highly organised;• demonstrate a high degree of flexibility in his/her approach to dealing with students and in the teaching methodologies employed;• be able to work collaboratively with other staff members and build positive relationships with others;• have a high degree of computer literacy• demonstrate a high level of organisational skills;• have a professional outlook on teaching and the needs of students;• have an ability to adapt to a new and changing environment;• be prepared to undertake additional professional development.
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