

JOB DESCRIPTION & PERSON SPECIFICATION



St Martins Lutheran College
Grow in Christ | Growing the Future

College Department	Teaching
Position Title:	Middle/Senior School Teacher
Position Classification:	As per Lutheran Schools SA Enterprise Agreement
Tenure:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

Teachers at St Martins Lutheran College display the highest professional standards in their classrooms, personal presentation and management of the students in their care. They will manage classes and students effectively, thereby ensuring that learning is maximised for all students, the duty of care is met in and out of class and a caring environment is provided for all.

Teachers support the Christian ethos of the College and develop their understanding of the spiritual requirements of teaching in a Lutheran school by undertaking the Connect program or Equip, if required, to teach Christian Studies. They embed the mission statement into their daily practice and as a result challenge each student to strive for excellence in a caring Christian community.

Teachers will undertake to teach classes as identified by the Principal. In addition to programmed work at the College, it is acknowledged that teachers spend considerable amounts of time preparing for that work or in other professional tasks on campus, in the community, or at home.

2. Reporting / Working Relationships

Middle/Senior School teachers have a close working and reporting relationship with their Faculty Leader and the Head of Teaching and Learning. Their teaching program will be reviewed by the Head of Teaching and Learning at the beginning of each semester. Teachers also have a close working relationship with the Heads of both Middle and Senior School, along with other members of the Senior Management Team, and the Middle/Senior School Learning Enrichment Coordinator.

3. Special Conditions

Teachers are employed under the conditions specified in the current Lutheran Schools SA Enterprise Agreement.

A probationary period of 20 term weeks will apply.

4. Extent of Authority

The role of teacher is largely autonomous in terms of classroom practice under the ACARA framework and the College's Pedagogical Framework and guidelines. Teachers are expected to respond to the needs of students, and plan, program and engage collaboratively with other staff to provide for the safety, wellbeing and academic achievement of each student.

Teachers will abide by College policy and procedures, and perform all duties as requested by the Executive and Senior Management Teams.

5. Statement of Key Outcomes & Associated Activities

Position Responsibilities

The role of Teacher at St Martins is underpinned by the Australian Professional Standards for Teachers, as well as practices relevant specifically to St Martins.

College expectations

- Support the Christian ethos of the College.
- Act in partnership with parents, peers and all College staff in the building of the College community.
- Respect the confidentiality of College information, including student records and sensitive discussions about students.
- Effectively carry out all required administrative responsibilities such as reporting and Parent Information Nights.
- Care for and nurture students as they grow and develop.
- Attend and participate in morning briefings at 8:15 am each morning.
- Comply with College WHS policy and procedures and adhere to safe work practices.
- Comply with the staff code of conduct.

Know students and how they learn

- Understand and recognise the physical, social and intellectual development and characteristics of students.
- Understand how students learn.
- Support students with diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Differentiate teaching to meet the specific learning needs of students across the full range of abilities.
- Provide timely feedback to students.
- Utilise strategies to support full participation of students with disability.

Knowledge of contemporary pedagogy and specific specialist subjects

- Maintain a current knowledge of pedagogy and subject disciplines.
- Attend professional development activities to improve teaching methods, pastoral care skills and specialist subject knowledge.
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for students.

Plan for and implement effective teaching and learning

- Establish challenging learning goals.
- Plan, structure and sequence learning programs in line with the Australian Curriculum and SACE.
- Engage parents/carers in the educative process in an open and constructive manner.

Create and maintain supportive and safe learning

- Establish a positive learning environment where students feel safe to risk full participation.
- Deal with students in a courteous, consistent, firm and respectful manner.
- Encourage and direct students to meet expectations for appropriate behaviour.
- Maintain student safety.
- Monitor student progress and liaise with relevant staff regarding student individual learning needs.
- Use ICT safely, responsibly and ethically.
- Be punctual, manage time, and lesson planning and assessment schedules efficiently.

Assess, provide timely feedback and report on student learning

- Provide a range of assessment tasks challenging students to aim for excellence.
- Provide timely and relevant feedback to students on their learning.
- Use student data to inform teaching practice.
- Report constructively and openly to parents or carers through meetings, telephone calls, email, formal reporting processes and the maintenance of relevant records.

Engage in professional learning

- Identify and plan professional learning needs.
- Participate in school wide professional learning reviews and goal setting.
- Engage in personal professional learning to improve practice.
- Engage with colleagues and work collaboratively in learning teams to improve practice.
- Share and apply professional learning to improve student learning.

Engage professionally with colleagues, parents/carers and the community

- Meet professional expectations and responsibilities.
- Comply with legislative, administrative and organisational requirements.
- Engage with the parents/carers to support improved student outcomes.
- Engage with professional teaching networks and broader communities.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Current registration with the South Australian Teachers' Registration Board (including Working with Children Check).
 - Evidence of current Responding to Abuse and Neglect training.
 - A minimum of Basic Emergency Life Support training.
 - Teacher Accreditation in Lutheran Schools Australia or willingness to complete upon appointment.
 - Valuing Safe Communities training with LESNW or willingness to complete upon appointment.
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2. Personal Skills, Abilities & Aptitude

Skills

- Demonstrate organisational and time management skills.
- Demonstrate high level communication and interpersonal skills when relating to students, parents and other teachers.
- Demonstrate the capacity for leadership, self-management, decision-making and team work.

Abilities

- Demonstrate a capacity to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students, including enquiry and critical and creative thinking.
- Demonstrated ability to incorporate the use of electronic technology into teaching and learning.
- Demonstrate the capacity to reflect critically upon professional practice.
- Accept, promote and manage change.
- Respect the confidential nature of all personal data associated with staff and students.
- Be able to prioritise workloads and meet required deadlines.

Aptitude

- Demonstrate a capacity to commit to the College's Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College
 - Demonstrate integrity in all things.
 - A commitment to develop young people.
 - A willingness to learn, undertake mentoring and follow instruction effectively.
 - Demonstrate the commitment and capacity to actively contribute to a broad range of College activities as a member of the College team.
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3. Experience

- New graduate or experienced teacher.
 - Experience working successfully and collaboratively within a team of teachers.
 - Active involvement in a professional community, or a willingness to be involved.
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4. Knowledge

- A sound understanding of technology as relevant to Middle/ Senior School.
- A good working knowledge of the Australian Curriculum and SACE.
- A sound understanding of pedagogical practice for Middle/Senior School students.
- A sound knowledge of the development of young people.
- Seek information and advice as necessary.

5. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace including:
 - (a) notifying your supervisor of actual and potential hazards
 - (b) wearing or using prescribed safety equipment
 - (c) carrying out work in a safe manner
 - (d) following health and safety instructions
 - (e) taking notice of signs
 - (f) adhering to speed limits
 - (g) participating in safety training.

APPROVAL

Job Description & Person Specification Approved

(Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: