



St Aidan's Anglican Girls' School

Position Description: Senior School Teacher

Location: Senior School

Reports to: Relevant Head of Faculty

Key Liaisons: Dean of Studies, Dean of Students & Academic Welfare (7-9) and Head of Junior School

Last Updated: July 2016

Position Objectives

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 HOF/PAR 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.

Key Functions / Responsibilities

- 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

- Expertise in teaching in relevant curriculum areas
- 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 SEL/Camping programs
- It is further anticipated that teachers maintain an understanding of current educational trends and requirements.

Requirements

- An ability to hold a Suitability Card issued by the Queensland Government Public Safety Business Agency
- An ability to hold a current Senior First Aid Certificate

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.