



# SOUTH COAST

## BAPTIST COLLEGE

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'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

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## **Teaching Staff**

### **(Secondary)**

#### **POSITION DESCRIPTION**

July 2018

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

### REPORTS TO:

Head of Secondary School and Principal of the College

### GENERAL

**1. Position**

Teaching Staff

**2. Staff Agreement**

Teaching Staff are covered under the *South Coast Baptist College Teaching Staff Agreement 2013*, which can be found on the College portal.

**3. General Performance**

You must at all times display the highest integrity and leadership qualities in the performance of your duties consistent with the position, the philosophies and the aims of the College and in accordance with the Terms and Conditions and Responsibilities of the position. Please note the following:

- a. Your loyalty, support and commitment to the College's needs to be evident at all times to your peers and those who report to you.
- b. You must not at any time, before or after the termination of your employment, do anything that may harm or prejudice the reputation or good name of the College.

**4. Intellectual Property**

- a. You agree that all material produced by you as a function of your employment with the College, including after hours, and relating to the College or your duties at the College, remains the sole property of the College and the College retains all intellectual property rights in that material.
- b. This includes but is not limited to all literary (including computer programs), artistic, musical and scientific works; multimedia subject matter; performances of performing artists, phonograms and broadcasts; inventions in all fields of human endeavour; scientific discoveries; industrial designs; trademarks, service marks and commercial names and designations; plant varieties; and circuit layouts.
- c. The provisions of this clause will continue to apply after your employment with the College ceases.

**5. Learning Technologies**

You must use the College's Computer Network resources in a manner that supports the educational goals and objectives of the College.

**6. TRBWA and Working with Children**

- a. It is a fundamental requirement for employment that you maintain full financial membership of TRBWA as a Registered Teacher at all times whilst in the employ of the

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

College. You must produce to the College evidence of your TRBWA membership before you commence employment. You must also ensure your annual fees are paid in order to maintain your current TRBWA membership.

- b. It is also a requirement for employment that you **maintain a current** Working With Children Clearance. You must produce to the College your Working with Children Clearance (not a copy), plus a copy for the College's records, before you commence employment, unless you have previously done so.

### 7. Confidentiality and Fidelity

- a. In the course of your employment, you may acquire or have access to confidential information, which shall remain the property of the College.
- b. Either during or after your employment you shall not disclose to any person, company or school any information coming into your knowledge or possession, relating to the College's affairs or its business or to the work performed by yourself, except insofar as the same may be necessarily required for the proper performance of your duties. The discussion of confidential matters learnt in the course of duty is not to occur.
- c. The unauthorised disclosure to any third party of confidential information about matters connected with the College is forbidden.
- d. In particular, you shall not make known to any unauthorised person the names, addresses or other personal information of any staff, student, family member or affiliate of the College, or any other information not generally known relating to the business of or the activities or affairs of the College, including, but not limited to, information relating to College Policies, marketing, finance, fees and charges. All records, documents and other papers, including copies, shall be the property of the College.
- e. The College considers the details of your salary to be a confidential matter between the College and yourself and asks you to maintain that confidentiality.
- f. A breach of confidentiality and fidelity may result in disciplinary action including, in some instances termination of your employment.

## POSITION DESCRIPTION

All members of South Coast Baptist College, whether their responsibility lies in the academic or in the support areas have special knowledge and skills to effectively carry out their roles. It is important that each person understands the parameters of his or her responsibilities, has a sense of independence and autonomy, acknowledge accountability to the senior person in their area and can experience both challenge and satisfaction in his or her work.

The following guidelines, adapted from a list for staff in Independent Schools, are intended to help us to ensure that the aims and goals of the school are reflected in our procedures.

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

### A. GENERAL POINTS

1. Be interested in the students as people. Be willing to give individual help in your subject and in any other way you can.
2. Encourage an atmosphere of friendliness, co-operation and respect for other people.
  - Maintain a positive approach to life. The manner in which members of staff treat other people - teachers, students, parents, visitors, is very important in speech, attitude and behaviour.
  - Do not criticize or allow criticism of other staff or students.
  - Be careful in what you say and how you say it. Take care not to believe the worst in people and circumstances. Check for the truth.
  - Avoid giving any cause for people to feel they have been belittled, "looked down upon", disregarded, or brushed aside.
3. The tone of the school depends largely on the example set by staff and their encouragement of certain behaviour. There needs to be a good balance between informality and formality.
4. Students and Staff are not permitted to smoke. No one should smoke in any part of the school.
5. Social functions for staff assist the development of positive and productive relationships between staff members.

### B. GENERAL PROFESSIONAL POINTS

1. Work co-operatively with the Principal and other staff to ensure the happy and smooth running of the School.
2. Keep yourself informed of educational developments - by professional reading, membership of subject associations and attendance at in-service courses and conferences.
3. Contribute to thinking and discussion on educational issues which affect not only your own subject, but also those which are of wider importance to our students.
4. Attend and contribute to Staff Meetings.
5. Attend assemblies and other functions of the whole school; religious, sporting and social.
6. Attend Parent/Teacher meetings concerned with the students you teach.
7. Support your form's activities.
8. It is much better to talk with Heads of Learning Areas, Year Managers, Head of Secondary School, Principal and parents early rather than late. Do not let problems develop in school work or conduct.

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

9. Some parents may not have legal access to their children. Please check with the Deputy Head – Pastoral Care Secondary or the College Enrolments Officer or Student Services if you are unsure.

### C. ACADEMIC POINTS

1. Teach effectively. Prepare the overall program and each lesson appropriately. Plan carefully for what the students will be required to do, making sure the methods used will fulfil our aims and contribute to effective learning.
2. Provide an environment for sound learning, for arousing interest, gaining attention, improving concentration, requiring active participation and stressing reinforcement. Ensure appropriate and adequate materials and careful sequencing of events. Recognise and provide for individual differences in students.
3. Use suitable methods of evaluation so that both teacher and student will know how effective a programme has been and what the strengths and weaknesses in teaching and learning are.
4. Require work to be completed and handed in by a nominated date. Notify parents via email if work is not completed to an adequate standard. Teachers should advise the Head of Learning Area of problems.

It is school policy that students be encouraged to do homework. If this includes long research assignments, please be sure that aims, content, format and procedures are made very clear and are understood by each student, that the work required is realistic (suitable information, readily available, in sufficient quantity) and that all that is required is worth doing.

5. Evaluate sufficiently frequently to have a reliable record of each student's progress in comparison with his/her performance on earlier occasions and in comparison with other students.
6. If work is set well ahead of the date due have a system of checking that satisfactory progress is being made throughout the time allowed and notify parents via email prior to the due date if progress is inadequate. Extensions of time may be given as set out by the subject department for lower school or in the upper school assessment guidelines.
7. Require good standards of presentation, but ensure that striving for good presentation does not diminish the quality of the content.
8. Mark effectively and set the example of promptness by returning work to the students as soon as possible.
9. Work cooperatively with other teachers teaching the same subject to other classes, and with other teachers teaching other subjects to the same students. Plan your work cooperatively where this is needed, being guided in choice of topics and methods by the staff member in charge of the subject or department.
10. Regularly record all marks on the seqta marks book. Attach detailed term programs to seqta before each term begins.

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

11. Course outlines should include aims, methods and materials to be used and assessment procedures. Provision should be made for evaluation, comments during and at the completion of the course. Course outlines should be shown to the Head of Learning Area who will check them at the beginning of each term or semester.
12. Encourage the students' interest and independence in their subjects.
13. Encourage full participation by all members of the class. Treat the class as individuals and also as a group.

### D. DAY TO DAY ROUTINE

1. Attend to all requirements and duties. These will be made known to you at Staff Meetings, by daily notices and email.
2. Arrive at school by 8.15am. Attend to any special arrangements for the day and if you are a form teacher be in your form room by 8.30am.
3. Staff are required to check their emails by 8.30 am and at the end of the day.
4. Remain on the School premises at all times throughout the day (8.15am – 3.45pm), unless notification has been given to the Administration.

### E. DISCIPLINE

1. All staff are responsible for maintaining good discipline in the classroom, within all buildings, the grounds, on outings and at camps. Staff should encourage, expect and require good manners, courtesy and thoughtfulness at all times and in all situations.
2. Staff should remain aware that they provide behaviour models for the students.
3. Standards of discipline and classroom management should be in keeping with the overall policy and ethos of the school.

## STATEMENT OF ETHICAL STANDARDS – ANNEXURE B

### PROMOTION OF THE COLLEGE.

Staff are expected to actively and openly support the school's mission, purpose and values at all times when representing the School; to support the traditions and culture of the College; and to attend the formal and informal events of the College.

Promote the School in a positive manner when dealing with students, parents, and members of the wider community. Our dealings with the public and members of our community are probably the most significant way in which we market the College. There are times when decisions are made that

## South Coast Baptist College

### Position Description – Teaching Staff (Secondary)

may not suit every person. It is appropriate to discuss these with colleagues, and appropriate members of the leadership team, but not in public earshot of parents, students or even other staff who may or may not be involved.

Model honesty, integrity, care and courtesy in all relationships within the College.

Maintain a professional distance from students on digital social networks.

Ensure that your actions outside the College, including the content of your own websites and other digital spaces, do not reflect on you in a way which brings the College into disrepute.

Maintain modest, suitable standards with regards to their dress, use of make-up, jewellery, hair and so forth. Modelling of staff is critical, so the standard of dress of staff should be as high as that expected of students. We present the profession and model standards for students through our attire.

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#### ROLES AND RESPONSIBILITIES.

Staff are expected to be well prepared and manage the learning and care of the students in their care, and perform efficiently and effectively other responsibilities.

Manage conflict through honest mediation, always seeking resolution of the issue and reconciliation with others.

Arrive at work in good time, be prepared to commence work on time, and observe relevant practices for signing in and out during the day. Please note that teachers are expected to be in the College during DOTT times.

Attend required meetings and events, including those taking place outside school hours.

Accept responsibility at all times during their work time for the care and safety of students, colleagues and others (such as visitors or volunteer helpers). This requires an awareness of relevant College policies and procedures.

Deal with student misbehaviour in ways which are consistent with the College's procedures, but which also demonstrate a care for the student's immediate and long-term welfare.

Take action if a risk to staff, students or others is noticed.

Adhere to the staff code of conduct.

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

### CONTACT WITH PARENTS.

Staff are expected to keep parents informed of issues related to their children, and to seek parent advice about their children. The Principal and other leaders should be informed of issues which may potentially require their intervention.

Respond promptly and appropriately to queries from parents, students and colleagues.

Ensure that all letters to parents are forwarded to secondary administration for editing and formatting.

Maintain appropriate records of important emails, phone calls and conversations.

### USE OF DIGITAL TECHNOLOGY.

Staff are expected to model appropriate use of telephones. Like dress standards, you set the standard that you would expect from your students. It is inappropriate to receive, make or take part in telephone conversations (mobile or landline) whilst in class or on yard supervision or at any time when in a position of duty of care; or during staff meetings or when meeting with students, parents or in any formal meeting where you represent the School.

Use school computers appropriately. This includes not using the School's facilities to access inappropriate websites, or communicate inappropriately through emails or any other format.

Accept responsibility for your own personal property. Any personal items such as mobile telephones, iPods etc are the responsibility of each staff member. Although staff may wish to keep these items on their possession, it is not permissible to use these items whilst in class or whilst in a position of duty of care unless calling for assistance (for example, an ambulance).

### CONFIDENTIALITY

Staff are expected to ensure that matters regarding staff issues, student behaviour and similar are treated with respect and confidentiality.

Not disclose to any person, company or school any information coming into your knowledge or possession, relating to the School's affairs or its business, which could reasonably be considered confidential.

Not make known to any unauthorized person the names, addresses or other personal information of any staff, student, family member or affiliate of the School.

Respect the privacy and confidentiality of others.

Initiate contact promptly and appropriately in response to a student's academic or behavioural progress.

# South Coast Baptist College

## Position Description – Teaching Staff (Secondary)

### EQUIPMENT

Staff are expected to respect the College facilities and equipment, ensuring they are treated properly by themselves and students, and that damage or maintenance issues are reported.

### CONTACT WITH LINE MANAGERS, DEPUTY HEAD - CURRICULUM, DEPUTY HEAD - PASTORAL CARE, HEAD OF SECONDARY SCHOOL AND THE PRINCIPAL.

Staff are expected to follow appropriate pathways of communication to ensure that there is no repetition of work, confusion regarding responsibilities and no breakdown in the channels of communication.

### CONTACT WITH THE BOARD.

Staff are expected to avoid contacting members of the Board directly on a matter associated with the College. Such matters should be addressed through the Principal, unless the matter involves a formal complaint against the Principal. In this instance, a formal letter should be addressed to the Chairman.

### SUMMARY

This list is not intended to be exhaustive, but to clarify some expectations. In summary, 'Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.' (Philippians 1: 27)

### STATEMENT OF FAITH – ANNEXURE A

The Doctrinal Basis of the Rockingham Baptist Church shall be the fundamental truths of Christianity as revealed in the Bible.

We believe in:

- (a) The one, true and living God who eternally exists in three Persons, the Father, the Son, and the Holy Spirit who are of the same substance and equal in power and glory.  
**Genesis 1:26; Exodus 3:2-6; Deuteronomy 6:4; Psalm 2; John 1:1-18; 10:30  
Romans 9:5; Colossians 2:9**
- (b) The sovereignty of God in creation, revelation, redemption, and the final judgment; and that humankind was created in the image of God.  
**Genesis 1:1-20; Psalm 135:5-15; Daniel 4:34, 35; Ephesians 1:11**

## South Coast Baptist College

### Position Description – Teaching Staff (Secondary)

- (c) The Bible as God's word written, and therefore entirely true and trustworthy, powerful to accomplish God's purpose in giving it to us. It is the sole authority in all matters of faith and practice.  
**Psalm 19:7-11; Isaiah 55:1; 2 Timothy 3:15-17; Peter 2:19-21**
- (d) The universal sinfulness and guilt of human nature since the Fall, rendering everyone subject to God's wrath and condemnation.  
**Jeremiah 17:9; Romans 1:18ff; 3:9-20**
- (e) The existence, personality and evil nature of Satan.  
**Isaiah 14:12; Matthew 4:1-11; Peter 5:8; Corinthians 11:14**
- (f) The full deity of the Lord Jesus Christ, the incarnate Son of God; His virgin birth and His real and sinless humanity; His death on the Cross; His bodily resurrection and His present reign in heaven and earth and His future personal return, when He will judge everyone, executing God's just condemnation on the unrepentant and receiving the redeemed to eternal glory.  
**John 1:1; Matthew 1:21-23; 1 Timothy 2:5; Hebrews 4:14-16; John 19:17-19, 28-37  
Luke 24:1-47; Colossians 3:1; 1 Thessalonians 4; 14-17; Matthew 25:31-46**
- (g) Redemption from the guilt, penalty, and the power of sin only through the sacrificial death once and for all time of our representative and substitute, Jesus Christ the only mediator between God and man.  
**John 14:6; Ephesians 1:7, 8; 1 Timothy 2:5; Hebrews 7:26-28; 9:11-15**
- (h) Justification as God's act of undeserved mercy, in which sinners are pardoned all their sins, and accepted as righteous in God's sight, only because of the righteousness of Christ imputed to them, this justification being received by faith alone.  
**Romans 3:21-30; Galatians 2:11-20**
- (i) The need for the Holy Spirit to make the work of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.  
**John 3:1-11; Acts 11:18; Ephesians 2:8-9**
- (j) The indwelling of the Holy Spirit in all those regenerated, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for their witness to the world.  
**Acts 1:6-8; 2: 37-42; Romans 8:29; Galatians 4; 4-7**
- (k) The one holy universal Church, which is the Body of Christ, and to which all true believers belong.  
**1 Corinthians 12:13; Ephesians 2:11-19**
- (l) The two ordinances given by Christ, namely Baptism and the Lord's Supper.  
**Matthew 28:18-20; Luke 22:19-20; Acts 8:38-39; 1 Corinthians 11: 23-34**