



Courage in Wisdom | Hope in Love

Job Description

Title:	Secondary English Teacher
Reports to:	Head of English
EBA/Award:	SCBC Teaching Staff Agreement 2013
FTE:	FTE 1.0
Employment Type:	Contract – Maternity Leave – Term 2, 3 & 4 2024

Position Summary

As a classroom teacher, you will focus on students and their learning. You will support the Head of English in the delivery of quality teaching and learning within the department and in the implementation of the relevant strategic plans.

Job Description

The Secondary English Teacher is a role that has the following associated responsibilities, which are subject to annual change and modification:

- Attend professional learning events, as required
- Attend all School meetings, outside normal school hours as required
- Participate in classroom observations designed to continually improve quality of teaching and learning.
- Perform DOTT relief as per College policy
- Other duties and activities as required from time to time by the Principal or Head of Secondary
- Collaborate appropriately with staff toward programming, assessments, and tasks
- Work with staff for larger events and productions
- Coordinates resourcing with other teachers
- Maintain a professional approach at all times,
- Deliver high quality teaching and learning,
- Utilise effective classroom management strategies, in line with the College's policies and procedures, to develop a classroom environment that is fair, safe and respectful towards all students.
- Plan engaging teaching units and lessons in accordance with the Western Australian Curriculum, ATAR and General syllabi and SCBC Teaching and Learning Plan.
- Develop competence in, and use, a wide range of teaching, learning and assessment strategies, including AVID strategies where applicable.
- Effectively integrate technology into classroom practice to foster student engagement and achievement.
- Reflect on the progress of students and respond appropriately, including promptly notifying the relevant Head of Learning Area if any significant concerns arise.
- Communicate effectively with parents, as required, to support the academic development and wellbeing of students.
- Contribute to the development of documented plans for students with additional learning needs.
- Effectively differentiate lessons and activities to cater to the varied needs of students.



- Implement assessment and moderation practices of a high standard, in keeping with the requirements of the Western Australian Curriculum and the College's assessment and reporting policies
- Complete all end of semester unit reflections
- Demonstrate a high level of organisation and administrative skills
- Complete all School duties, including but not restricted to: playground, relief and co-curricular duties
- Maintain appropriate copies of materials required for School registration and accreditation
- Report Workplace Health and Safety matters promptly to your Head of Department
- Report accidents to staff or students, as required

You will be expected to demonstrate teaching practice at Proficient Standards.

Graduate teachers will be expected to achieve Proficient Teacher status:

- within two years of the appointment date for full time teachers
- within three years of the appointment for part-time teachers

Selection Criteria

- Strong communication skills
- Excellent teaching standards
- Ability to establish positive relationships with students and parents.
- A willingness to work as part of a team; closely collaborating and providing relevant advice to other Primary School Staff
- Effective planning and programming using the West Australian Curriculum
- Completion of required extra-curricular activities, events, and competitions.
- Suitable qualifications in the field of education
- Current registration with the Teachers Registration Board of Western Australia

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General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.



Other Matters

This Position Description is intended as a framework for professional review.

Position Held By:	
Signed:	
Date:	