DUTY STATEMENT
SECONDARY TEACHER

TENURE: 12 month fixed-term contract.

SALARY AND CONDITIONS: Salary dependent on qualifications and experience. Annual leave and other entitlements are provided for by the Educational Services (Teachers) Award 2010.

POSITION PURPOSE: A Secondary Teacher is directly responsible to a Head of Department for teaching and curriculum matters. Years 7 and 8 teachers are responsible to the Head of the Transition Program and Heads of Department. A Secondary Teacher of Years 9 to 12 with a House Tutor role is also responsible to their respective Head of House for matters of student wellbeing. A Secondary Teacher who is a Tutor of students in Years 7 and 8 is directly responsible to the Head of the Transition Program for matters of wellbeing.

ORGANISATIONAL STRUCTURE:
Key Responsibilities

All teachers at All Saints’ College are committed to a philosophy of academic care, delivering high quality teaching in a supportive environment that recognises the needs of the whole child.

Curriculum Preparation

- Prepare programs and course outlines which reflect the syllabus as outlined by the School Curriculum and Standards Authority, and as directed by the Head of Department.
- Develop appropriate lesson plans using suitable resources, including ICT resources.
- Participate in school-based curriculum development as required by the College.

Curriculum Delivery/Facilitation

- Have class contact for timetabled lessons for a maximum of 24 (55 minute) periods per week. (Co-curricular activities are additional).
- Teach classes as timetabled by the Dean of Teaching and Learning using varied and effective strategies appropriate to the Learning Area/course and catering for the individual needs of students.
- Facilitate appropriate remediation and extension activities.
- Develop and carry out suitable formative and summative assessment strategies with students.
- Maintain effective, current and accurate records of student academic progress, including monitoring and review of student progress.
- Assist students to develop organisational and study strategies and skills.
- Apply appropriate classroom management strategies in order to provide a positive and effective learning environment.
- Undertake at least one co-curricular activity as determined by College priorities.
- Participate in the College’s Outdoor Learning program.

Administration

- Report informally and formally to students and parents using verbal and written communication through the use of the Student Diary, Parent-Teacher evenings, the College’s reporting program and other appropriate means.
- Report informally and formally to the Head of Department, Head of House or Head of Transition, Dean of Teaching and Learning and Dean of Student Wellbeing, as required.
- Carry out extra duties as required - for example grounds duty, internal relief, special Chapel services, parent information evenings, College functions, fellowship events, staff meetings, Departmental meetings and the Presentation Ceremony (Note: Attendance at the Presentation Ceremony is compulsory for all teaching staff).
**Student Wellbeing**

- Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- Support the Christian ethos of the College.
- Communicate information about student wellbeing to parents, Head of House, Head of Transition, House Tutor, Chaplain, College Counsellor/s, Dean of Student Wellbeing, Dean of Teaching and Learning or Principal, as appropriate.
- Carry out Tutor duties as required by the College.
- Participate in House or Transition activities as required by the Head of House / Head of Transition.
- Support all facets of the College’s wellbeing programs, such as Eucharists, carnivals, Assemblies, House activities.

**Staff Expectations**

- Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Participate in all relevant College staff meetings and professional development opportunities.
- Maintain professional confidentiality concerning information about staff and / or students.
- Strive to implement productivity, quality and service improvements on a continual basis.
- Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- Comply with Occupational Health and Safety requirements in the workplace.
- Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- Operate as a ‘team player’ at all times and fully support the Principal, Leadership Team and activities of the College.

**Other Duties**

- On occasions, you may be directed to undertake other duties as required.

_The College recognises that Duty Statements are dynamic documents._
_They are reviewed annually or as required._

Revised: October 2013.