



## Position Description: Teacher

**POSITION TITLE:** Teacher

**MAIN PURPOSE OF JOB:** Equipping students for life and educating them for eternity

**DIRECTLY RESPONSIBLE TO:** Relevant Head of School

**KEY RESPONSIBILITIES:**

Responsibilities articulated in the Enterprise Agreement and Code of Conduct apply to all staff.

All staff are to ensure conformance to CCM values and policies in relation to workplace health and safety, striving towards zero harm. This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself and others and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

A **Teacher** has diverse responsibilities. Their demonstrated behaviours should include:

- Integrating faith, learning and practice. This will include providing Christian guidance and encouragement as appropriate to staff, students and parents. (Details of faith standards are articulated in the documents [AITSL National Professional Teaching Standards including Christian Distinctives](#)).
- Establishing and maintaining effective working relationships with all staff.

- Actively encouraging the development of each student's special talents and skills as individuals, to enhance their ability to reach their maximum potential for God.
- Liaising with families, other teachers, teacher aides and support personnel to best meet the holistic needs of the child.
- Planning, recording, implementing and reviewing effective lesson plans, unit plans and year plans.
- Teaching to the best of their God-given abilities.
- Taking part in decision-making about educational issues. Being familiar with content and standards and contribute to professional discussions about these.
- Using technology to assist in lesson preparation, teaching and reporting.
- Establishing and maintaining good working habits and discipline with students, inside and outside the classroom, including in withdrawal settings.
- Looking for teaching moments to develop students during classes and at other times in the school day, including in the playground during breaks.
- Working with students, the Enrichment Coordinator and Teacher Aides to enable students to meet the educational goals listed in their Support Plans.
- Seeking advice to understand the specific needs of students and are then to modify content and/or delivery of the curriculum, as appropriate.
- Supporting the behaviour management of students to ensure that the best outcome is achieved: in terms of (a) assisting students to understand what was inappropriate about their behaviour and (b) assisting them to find better ways of responding.
- Assessing and evaluating students' progress in the learning.
- Providing feedback to parents by completing a Student Report each semester.
- Providing feedback to parents about their child's progress by conducting parent/teacher meetings and using informal communication means to encourage and inform parents.
- Supervising students during classes and at other times in the school day, including in the playground during breaks.
- Carrying out administrative duties, including maintaining student records, reporting, etc.
- Planning and attending excursions and camps, ensuring Event Forms with associated risk assessments are carefully completed.
- Attending staff meetings and other training and development sessions.
- Other responsibilities as directed by your supervisor.

#### **ESSENTIAL QUALITIES / QUALIFICATIONS / SKILLS:**

- Consistent with the Biblical basis of the College and with God's enabling, live as God's servant, bringing His Kingdom to earth. (Matthew 6:9-14, Matthew 22:37-39, Matthew 28:18-20)
- Accept and uphold CCM's [Statement of Faith](#).
- Be committed to the Ethos, Mission, Vision and Policies and Procedures of the College as they relate to the scope of their position.

A Teacher needs to:

- ✓ Be a person of Christian faith and integrity.
- ✓ Teach from a Christian World view.
- ✓ Be registered with the Queensland College of Teachers
- ✓ Act consistently within the framework of the College's Policies and Procedures, as they relate to the scope of their position.
- ✓ Demonstrate the practice of:
- ✓ Enjoy working with children / young people.
- ✓ Be patient in dealing with students of differing abilities.
- ✓ Communicate simply and clearly to staff, students and families.
- ✓ Demonstrate knowledge of current and expected future curriculum and teaching practices for disengaged students.
- ✓ Have effective organisational skills.
- ✓ Commit to ongoing computer literacy development to lead the appropriate planning, administrative and teaching requirements.
- ✓ Commit to personal and professional growth.