



Position: Secondary Teacher

CLASSIFICATION: TEACHING

Directly Responsible to the Junior Secondary and Senior Secondary Coordinators

GENERAL RESPONSIBILITIES

- Teach your allocated classes to the best of your ability
- Teach extra and in lieu of periods as and when required to cover staff absences
- Playground duties as per rostered arrangement
- Attendance at parent / teacher interviews as arranged by the Principal
- Attendance at rostered staff meetings
- Attendance at the School Information Nights and other occasional events when required
- Supervision of extra and cocurricular activities (eg. sport teams, school camps, excursions) if required
- Work professionally in abiding by the systems and procedures of the school
- Active involvement in local church
- Maintain your personal Christian Lifestyle to keep in line with the school vision
- Manage relevant budgets allocated
- Keep accurate records of student progress
- Fulfill the reporting requirements by the due dates given
- Maintain accreditation with NESA
- Any other duties that the Principal (or delegate) may assign from time to time

PERSONAL PROFESSIONAL GROWTH

- Continually develop a greater understanding of the nature and purpose of Christ-centred education
- Attend and participate in relevant professional development in order to provide best practice education to students
- Provide and receive written and verbal feedback to other teachers regarding their classroom practice

CURRICULUM DEVELOPMENT

- Maintain and add to the teaching programs relevant to your subjects
- Collaboratively plan scope and sequences, teaching programs and assessment as required

STUDENT WELFARE

- Keep the Principal/ Deputy Principal informed of the needs and progress of your students
- Discipline and counsel students in the school as the need arises
- Liaise with parents concerning the welfare of their children
- Maintain consistent structure and standards for your students.