

POSITION DESCRIPTION

SECONDARY TEACHER YEAR LEVELS 7 TO 12

OBJECTIVES

To carry out the teaching duties and responsibilities across the four broad inter-related areas of curriculum, classroom organisation, professionalism and school expectations.

Casey Grammar School is committed to a Child Safe Environment.

DUTIES AND RESPONSIBILITIES

Curriculum

1. Plan a consistent and coherent learning programme which will foster progression and independent learning.
2. Develop, implement and evaluate the school curriculum, working actively with school curriculum teams.
3. Inform parents and students of expected learning outcomes.
4. Maintain accurate and detailed records of students' progress.
5. Use a range of assessment techniques which indicate needs and progression in learning.
6. Demonstrate documentation of curriculum, including overviews and sequential detailed planning.

Classroom organisation and management

1. Maintain an effective classroom conducive to teaching and learning.
2. Encourage students to strive for excellence.
3. Provide an environment that is emotionally and physically safe through positive discipline strategies in accordance with school policies.
4. Use a variety of teaching strategies to meet individual students' learning styles and rates of learning, so as to engage students in effective learning.

Professionalism

1. Maintain knowledge of best practice and current thinking in the subject areas taught.
2. Have an ongoing commitment to, and participation in, professional development activities which generate an awareness of current trends and developments in education to enhance students' learning.
3. Supervise pre-service teachers if required.
4. Work in a professional and cooperative way sharing ideas in a supportive collegial atmosphere.
5. Maintain student, staff and parent confidentiality.
6. Take an active part in the general life of the school.

School Expectations

1. Encourage children to be fully involved in curricular and extra-curricular activities.
2. Undertake playground supervision.
3. Communicate with parents about student progress in written reports and parent-teacher interviews.
4. Carry out administrative requirements associated with classroom teaching eg attendance roll, records etc.
5. Contribute to the co-curricular programme when required.
6. Attend assemblies and staff meetings as required and demonstrate an active presence focusing on the proceedings.