Position Description

Secondary School Teacher

OVERALL PURPOSE OF THE POSITION

Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K-12), catering for individual interest and capacity.

PRIMARY DUTIES & RESPONSIBILITIES OF A SECONDARY SCHOOL TEACHER

Secondary School Teachers are required to undertake a range of responsibilities. This section is intended to clarify those duties.

- Be responsible for the learning and development of the students' in their care, ensuring lessons are well planned and carefully delivered.
- Provide individual support for learning taking into account the differing learning needs students and being willing to make adjustments as necessary.
- Take direction on the learning programs from the Head of Department/Stage Leader and the Individual Learning Centre as appropriate.
- Demonstrate a well-developed knowledge of their subject discipline and be actively involved in professional learning opportunities that will enhance their delivery of that subject in the classroom. This may include professional conversations in the staffroom, participation in programming and unit development and keeping abreast of NESA requirements and changes to syllabus.
- Secondary School Teachers are required to undertake administrative responsibilities appropriate to their level of experience and responsibility, including participating in curriculum planning meetings; completing progressive reporting and preparing reports ; developing teaching programs and assessment folders and the maintenance of records within the School's data base and Learning Management System. Secondary School Teachers are also required to undertake other supervisory responsibilities in settings such as Assemblies, Chapel, and inter-School sports events.
- All Secondary School Teachers, including part-time Secondary School Teachers, must attend staff member meetings and the Head of Barker College's briefings, if their timetable requires them to be at School at that time. If a part-time teacher teaches classes immediately either before or after any scheduled departmental meeting, they are expected to attend that meeting. If not scheduled to attend, it is expected that they will ensure that they are aware of all matters discussed and have provided any data (marks, exam scripts, ideas) that have been requested). All Secondary School Teachers, including part-time Secondary School Teachers, must attend and participate in all professional development activities.
- A normal teaching load for Secondary School Teachers at Barker College, under the present timetabling arrangements, is the equivalent of 35 teaching periods across each 10 day cycle, averaged across the School year. From time to time, a Secondary School Teacher may be required to teach in excess of 35 periods per cycle, to meet timetabling needs. Other duties may be adjusted to reflect the additional teaching load.
- In addition to the normal teaching load, a Full Time or Part Time Secondary School Teacher may expect to be rostered for a set minimum number of periods per cycle to provide supervisory cover for absent Secondary School Teachers (called Covers). If a Secondary School Teacher's normal timetabled teaching load is 35 periods or less per cycle, or the equivalent pro rata for a Part Time Secondary School Teacher, then the School may at its discretion add Covers to their Teaching load.

- Secondary School Teachers are required to undertake playground supervision, and other supervision as required, such as of students in Detention or the like, as rostered by the Deputy Head Student Experience.
- It is an expectation that every Secondary School Teacher will attend at least one Chapel service per week, whether or not they are specifically accompanying a pastoral care group for which they have responsibility. Part-time Secondary School Teachers attend Chapel on a day when they are in attendance at School.
- Secondary School Teachers in certain subject areas are expected to accompany their class to The Grange as scheduled through the School year. The current arrangements are:
- Secondary School Teachers are requested to volunteer to attend camps organised by the School's Outdoor Education Department:
- Secondary School Teachers are expected to accompany their classes on field trips and excursions in relation to the NESA curriculum and School programs in their subject area, which may include overnight excursions.
- Secondary School Teachers are expected to attend the following sporting events:
    - The School Athletics Championships.
    - The House Swimming Championships, if involved in the Middle School House System.
    - One of the following Carnivals: School Swimming Championships, ISA Swimming Championships, CAS Swimming Championships, ISA Athletics Championships or CAS Athletics Championships.
- It is an expectation that Secondary School Teachers attend the Secondary School end-of-year "Celebration" (speech night).
- It is expected that Secondary School Teachers will attend parent/guardian / teacher interview meetings for the year groups in which they are teaching classes and will make themselves available to meet with parents/guardians throughout the entire scheduled time-period set down for the parent/guardian / teacher interviews for each Year-group in which they teach.
- All Secondary School Teachers are expected to contribute to the implementation of the Promoting Positive Relationships program, including supervision of the Friday and Saturday detention arrangements on a rostered basis.

GENERAL DUTIES OF A BARKER COLLEGE SECONDARY SCHOOL TEACHER

One of the distinctive differences that makes Barker different is that we deliberately and intentionally allow people to thrive in a holistic sense – emotionally, physiologically, physically, academically. It's about all of those things that form together to make our students fully formed human beings. This requires a lot of support from our staff to make this happen. However, it also allows staff to see students in a different light outside of regular class time and therefore provides an opportunity to develop a relationship that helps students to thrive. Consequently, there is an expectation that staff will undertake a number of duties that are in addition to their allocated classroom teaching load. These may include:

In addition to an allocated classroom teaching load, the normal duties of Secondary School Teachers may include:

- sports coaching and sport-related duties both during the week and at weekends, or broadly equivalent duties in association with other educational, cultural, recreational or community service-related co-curricular activities;
- playground and other supervisory duties including supervising students at inter-School sporting carnivals and sporting events;
- rostered detention duties including detentions on Friday afternoons and Saturdays if required;
- attendance at parent/guardian / teacher evenings and society staff meetings and staff briefings;
- attending School camps, retreats and excursions including overnight excursions;
- attending to administration and assembly duties;
- attendance at Chapel.
- Pastoral care responsibilities;

- attending and participating in School-designated professional development training and/or meetings; and
- attendance at significant events in the life of the School such as the end of year *Celebration* and special Chapel services and other special events which may occur from time to time.

The particular duties of Secondary School Teachers/Librarians at Barker College, which include rostered evening, weekend and School holiday work, are separately set out in their Position Description.

A Part-Time Secondary School Teacher shall undertake the normal duties described above including pastoral care duties and co-curricular duties, depending on their face to face teaching load as required by the School over the course of the term or year. The School will attempt to assist a Part-Time Secondary School Teacher to meet these requirements by consulting with the Secondary School Teacher regarding the timing of such commitments.

If a Part-Time Secondary School Teacher is required to attend duties on a day they do not normally attend, and that attendance is in addition to their normal pro rata duties, the Secondary School Teacher shall be paid for such attendance at the appropriate casual rate.

DUTIES FOR WHICH AN ADDITIONAL ALLOWANCE IS PAYABLE

Pastoral Care

All Secondary School Teachers are responsible for providing quality pastoral care for all students at the School. Specifically, Secondary School Teachers may be expected to take responsibility for a pastoral care group of students within a House or Connect Group. This will include attendance at Assembly, at House or Connect Group meetings, at Chapel, as well as conducting a Pastoral Care Period once per week and such other duties as may be delegated by the Deputy Heads, Head of House or Tutor.

Secondary School Teachers undertaking these Pastoral responsibilities will be paid an allowance in accordance with a scale which is negotiated from time to time between the School and the Secondary School Teachers.

Co-curricular Activities

It is expected that all Secondary School Teachers will participate in co-curricular activities for a minimum of one semester each year. It should be noted that to count for one season of full co-curricular commitment, a staff member must attend each Saturday. If the staff member only attends on weekday afternoons, then the co-curricular commitment must cover a whole year e.g. one summer and one winter.

As a Secondary School Teacher, you will be paid an allowance for your participation in the co-curricular activities in accordance with a scale which is negotiated from time to time between the School and the Barker College Staff Association.

ESSENTIAL PERSONAL ATTRIBUTES

- Commitment to the School's Mission, Vision and Values.
- Intelligent, lateral thinker.
- Self-assessing.
- Innovative/creative personal style.
- Exceptional personal standards of honesty, integrity and professionalism.
- Team Player.

- Strong service orientation with the ability to foster a strong service culture.
- Strong leadership skills, underpinned by a genuine interest in people.
- Excellent presentation skills.
- Highly refined communication skills, both written and oral.
- Strong motivation, influencing and team-building skills.
- Strong people management and development skills and orientation.
- Strong negotiation skills.

ACCOUNTABILITY

Child Safety
Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General
Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

QUALIFICATIONS

- Relevant academic teaching qualifications and NESA qualifications
- Relevant teaching experience

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Flexible working hours

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	**Head of Curriculum and Academics**
The Immediate Manager:	**Head of Department**
This position:	**Secondary School Teacher**

APPROVAL

This position description accurately details the primary duties and responsibilities of a **Secondary School Teacher.**

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____