



Duty Statement

1. **POSITION TITLE:** Secondary Teacher

2. **SECTION/SCHOOL:** Secondary

3. **MAIN PURPOSE OF THE JOB:**

To provide quality instruction within the College's Biblical framework and in accordance with the Australian Curriculum requirements.

4. **POSITION IN THE COLLEGE**

4.1 **Directly responsible to:** Head of Departments and
Head of School - Secondary

4.2 **Liase with:** Head of Learning & Teaching, Learning Enrichment Coordinator – Secondary, Head of Careers and Student Support Services, Director of Student Wellbeing.

5. **HOURS OF DUTY:** Full Time

6. **QUALIFICATION, CERTIFICATIONS AND WORK-RELATED EXPERIENCE**

- Bachelor of Teaching or Education
- Queensland College of Teachers Registration
- Demonstrated ability to teach Year 7 – 12
- Demonstrated ability to teach Year 11 and 12 QSA/QCAA where applicable

7. **PERSONAL ATTRIBUTES AND SKILLS**

- **Actively demonstrates:**
 - a commitment to Jesus Christ and the philosophy of Christian Education;
 - an ability to
 - lead through example both professionally and personally;
 - to present and dress in a manner appropriate to a professional teaching position;
 - to exercise discretion at all times; and
 - to be supportive of the management structure of the College;
 - creative approach to teaching and be able to challenge students to strive for their best; and

- the ability to organise and develop processes that support the students pastorally and to create a culture where order and self-discipline are the norms.

8. KEY RESPONSIBILITIES:

- Exhibit appropriate Christian personal qualities;
- Effectively manage instructional time;
- Effectively manage student behaviour;
- Demonstrate competent instructional skills;
- Systematically monitor student performance;
- Provide instructional feedback;
- Produce plans and systems to facilitate instruction;
- Communicate within our school community;
- Perform other assigned non-instructional duties;
- Exhibit godly relationships; and
- Subscribe to the Biblical basis of the College.

9. OTHER REQUIREMENTS

All members of staff at Genesis Christian College are expected to:

- Convey to the public a positive image of the College.
- Contribute to a pleasant, safe and enjoyable working environment.
- Abide by the *Code of Conduct* explained in the College's Child Protection Policy.
- Comply with Occupational Health and Safety instructions, policies and procedures.
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals.
- Abide by the College Privacy Policy and ICT User Agreement.
- Abide by the non-smoking policy of the College.
- Holding a valid 'Blue Card' and undergoing a 'Working with Children Check' performed by the Commission for Children and Young People and Child Guardian every three years (for all positions other than registered teachers.)
- Do other duties from time to time required.

UPDATED BY: Principal

DATE: September 2015