

## POSITION DESCRIPTION – CLASSROOM TEACHER

<b>Revised</b>	<b>September 2021, September 2020, August 2019, February 2018</b>
<b>Accountability</b>	<p>Junior Classroom Teachers will be accountable to the College Principal via the Head of Junior School, Deputy Head of Junior School and the Teaching and Learning Coordinators.</p> <p>Secondary Classroom Teachers will be accountable to the College Principal via the Heads of Schools and Heads of Departments.</p>
<b>Relates to</b>	Students, Classroom Teachers, Parents, Director of Teaching & Learning, Heads of Department, Head of Academic Studies, Deputy Heads of Schools, Heads of Schools and College Principal.
<b>Qualifications</b>	<p>Current teacher Registration in Queensland. Classroom teachers will be encouraged to be involved in professional associations outside the College and to further their study of educational issues whilst employed at Nambour Christian College.</p> <p>A current first aid certificate is required. Training is provided by the College annually.</p>
<b>Personal Attributes</b>	<p>Each Classroom Teacher will:</p> <ul style="list-style-type: none"><li>• have a personal faith and commitment to Jesus Christ</li><li>• demonstrate an ability to translate faith into practice</li><li>• demonstrate an ability to maintain vision and strive for goals</li><li>• act with integrity, loyalty, honesty and accept authority</li><li>• act with tolerance and compassion</li><li>• have a sense of humour</li><li>• demonstrate an ability to forgive and accept forgiveness</li><li>• demonstrate an acceptance of other people</li><li>• exhibit self-discipline</li><li>• demonstrate a willingness to learn</li><li>• exhibit a positive outlook on life</li></ul>
<b>Skills</b>	<p>Each Classroom Teacher will be expected to:</p> <ul style="list-style-type: none"><li>• demonstrate an understanding of the philosophy of Christian Education and to translate it into practice in the classroom, playground, office and staffroom</li><li>• communicate effectively with adults and students</li><li>• work as a member of a team</li><li>• demonstrate an understanding of current educational trends in his/her subject area</li><li>• use relevant curriculum documents to plan quality learning programs that are sequential, engaging and cater to the needs of all students</li><li>• regularly evaluate the effectiveness of learning programs</li><li>• use the AITSL Professional Standards to evaluate teaching and learning and set goals for continuous improvement</li><li>• participate fully in the College Teacher Growth Cycle in order to reflect on practice and set goals for continuous improvement</li><li>• establish and maintain positive and consistent classroom management and discipline strategies</li><li>• use a variety of teaching strategies and resources</li><li>• maintain positive and professional relationships with his/her students</li><li>• demonstrate the ability to organise a classroom and use a variety of resources</li><li>• demonstrate the ability to refer children with learning difficulties to the Learning Support Department and understand legislative requirements for NCCD</li><li>• be competent and keep up to date with required technology within the classroom</li><li>• note evidence of adjustments for NCCD students in weekly, term or unit planning throughout the school year to the quality and standard expected by the College</li></ul>

## **Responsibilities**

Each Classroom Teacher will be expected to:

- effectively organise his/her classes, and maintain quality care and discipline of the students in those classes and in general school life. Have written procedures for behaviour management, classroom organisation, movement procedures, etc.
- be responsible for the organisation of an allocated class, for the nurture, education and discipline of the children within that class. Keep pastoral records up to date for each child.
- maintain a high standard of work in the classroom
- be responsible for the standard of work in the classroom, for evaluation and assessment of the children's progress and for reporting to parents in written form and verbally
- know, plan, program and teach the school's curriculum at the appropriate standards for each year level. Keep written documents of term by term planning, assessment, assignments, etc.
- implement the school's Christian philosophy in the classroom and other aspects of school life in a natural spontaneous way that will foster faith. Daily Devotions/Family Groups to be well organised with a written set program term by term.
- demonstrate a willingness to contribute to the spiritual growth and fellowship of the Nambour Christian College.
- effectively establish and carry out student assessment and reporting procedures in line with the College's requirements (including preparation of QCAA submissions)
- actively contribute to curriculum development (including writing Work Programmes)
- attend all required staff meetings, Parent/Teacher meetings and Interviews
- involve parents in the school program
- actively contribute to the school's co-curricular programme
- attend In-service courses and out of hours school functions as required by the school
- participate in out of school hours coaching of sport teams
- be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff
- meet all school timelines
- regularly attend Staff Devotions, Worship and Chapel Services
- be diligent and punctual with playground and other rostered duties
- be responsible for confidentiality
- maintain accurate records of student attendance at lessons
- be aware and supportive of College Workplace Health and Safety (WHS) requirements
- carry out work practices in accordance with current Workplace Health and Safety standards
- perform other duties as required

## **Reference Documents**

- [NCC Enterprise Agreement](#)
- [Child Protection Policy](#)
- [NCC Staff Code of Conduct](#)
- [NCC Staff Dress Code Policy](#)

## **Appraisal & Review**

As required.