



# ST MARGARET'S ANGLICAN GIRLS SCHOOL

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**Position Description:**

Secondary Teacher

**Reports to:**

Head of Faculty

## School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Leading by example to staff, students, parents through the fostering of quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of spirit, inclusivity, integrity, courage, respect and passion and the St Margaret's Way

## Position Purpose

The primary role of a teacher at St Margaret's Anglican Girls School is to follow the St Margaret's Quality Teaching and Learning Framework and Student Wellbeing Framework and to develop and deliver high quality learning programs that encourage students to achieve academically and become lifelong learners. To achieve this, a teacher must demonstrate commitment to professional behaviour and competence and work as a productive team member of the Faculty and the School. All teachers are accountable to the Deputy Principal through their Head of Faculty. All teachers are also required to support and participate in the school co-curricular and extra-curricular program.

## **Other Information**

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

## **Key Responsibilities**

**With reference to the St Margaret's Quality Teaching and Learning Framework, provide dynamic, flexible and effective learning experiences for students by:**

- Creating and maintaining a supportive and engaging environment to allow students to achieve their very best
- Developing and utilising a range of teaching strategies and approaches to enhance the learning experience for a wide range of students
- Planning, preparing, organising and teaching lessons that reflect a superior knowledge of current relevant subject syllabuses
- Demonstrating a level of classroom management which maintains an environment conducive to learning
- Utilising a range of current technology to maximise the opportunity for effective teaching and learning, including the school's learning management system, The POD
- Developing and using a range of appropriate evaluation techniques for formative assessment and setting and supervising summative assessment tasks
- Carrying out reporting and other administrative duties as required with attention to detail, efficiency and meeting set deadlines
- Regularly providing constructive informal feedback to students on their progress
- Providing assistance to students with special learning needs where necessary, and within this collaborating with the Learning Enhancement Coordinator
- Participating in the Faculty and other relevant committees to share ideas and contribute to teacher excellence in the School
- Maintaining membership of professional bodies and regularly participating in their development opportunities

## **All teachers are expected to:**

- Create effective learning environments through the Pillars of Learning as identified in the St Margaret's Framework for Quality Teaching and Learning. These five pillars are:
  - Connection
  - Differentiation
  - Motivation
  - Challenge
  - Feedback

The five pillars form the basis of pedagogical practice, inform curriculum and assessment development and create optimal learning.

- Reflect on the St Margaret's taxonomy of learning which focuses on a learning and thinking process which takes students from surface understanding through to critical and creative thinking.
- Plan their lessons around the seven pedagogical questions (referred to as "The Butterfly") as outlined in the Framework for Quality Teaching and Learning
- Acknowledge that student wellbeing is at the heart of learning by referring to the requirements of St Margaret's Student Wellbeing Framework

**With reference to the St Margaret's Student Wellbeing Framework, provide supportive and effective Pastoral Care to students. This is best achieved by:**

- Developing a rapport with, and demonstrating genuine concern for all students
- Monitoring the behaviour and attitude of all students
- Supporting and administering school policies relating to discipline, punctuality, and dress standards for students. This includes keeping daily records
- Acting as a first point of contact for parents where appropriate, or making a referral to the Head of Year or Head of Faculty

**Support the School's Anglican ethos, values and holistic philosophy by:**

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and school values and ethos. This includes demonstrating respect for every member of the school community
- Willingly participating in the co-curricular program and utilising the opportunity to engender team and competitive spirit among students
- Attending academic and year level events to support students and parents as appropriate
- Focusing on interactions which support the care of and general well-being of all students
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively and appropriately with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the aesthetics and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Maintain current registration with Queensland College of Teachers and conduct yourself in a manner consistent with maintaining a current Registration under the Education (Teacher Registration) Act 1988 (Qld).

**Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

## **Student Protection**

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection
- Wear their name badge at all times
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

## **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately
- Report any accidents involving students
- Co-operate in any emergency drills and safety audits
- Undertake WHS training as required
- Follow all safety procedures and instructions
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **Other duties that may be reasonably directed from time to time:**

- The Principal and supervisor may direct other relevant and reasonable duties as required
- The School reserves the right to modify the position duties as required

## **SELECTION CRITERIA**

1. Willingness to support the School's core values and Anglican ethos
2. The ability and qualifications to teach subjects within the faculty
3. Acknowledge and demonstrate the importance of academic care of all students within the classroom by engendering a sense of belonging and making meaningful connections
4. Ability to use a range of teaching strategies to meet the different learning needs of students, including integrating IT where appropriate
5. Willingness to work collaboratively and effectively with other members of the faculty and to develop positive relationships with students, staff and parents
6. Ability to operate in an organised and systemic manner with respect to planning and preparation
7. Willingness to contribute to the co-curricular and extra-curricular programs

*St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process as part of the recruitment process and the successful candidate must comply with School policies and relevant legislation relating to Student protection.*

**TO BE CONSIDERED FOR AN ACADEMIC POSITION AT ST MARGARET'S,  
APPLICANTS MUST BE CURRENTLY REGISTERED OR BE ELIGIBLE FOR  
TEACHER REGISTRATION IN QUEENSLAND**