



# Immanuel College

## JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>POSITION TITLE:</b>	Teacher
<b>POSITION CLASSIFICATION:</b>	According to qualifications and experience as outlined in the current LSA Enterprise Agreement
<b>TENURE:</b>	As advertised

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals

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At Immanuel College, Teachers are responsible for the development and delivery of quality learning and teaching in their learning area within the College. We actively strive to provide an education in a Christian context where the whole person can grow and develop.

Our teaching and learning programs focus on three core areas - Excellence in Academics; Innovative Teaching and Learning, and a Personalised Approach.

Our learning principles - Creating, Connecting, Thinking, Understanding - define an approach to teaching and learning that is designed to enable students to flourish in a complex and rapidly changing environment.

Teachers at Immanuel College are required to promote and support a positive organisational culture by maintaining effective working relationships and communicating effectively with students, parents, colleagues and visitors.

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### 2. Reporting/Working Relationships

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Teachers at Immanuel College are responsible to the allocated Learning and Teaching Leader and are required to work collaboratively with teaching and professional staff across Senior and Middle Schools to deliver the required educational outcomes for our students.

The role of teacher is largely autonomous regarding delivery and classroom practice under the framework provided by the International Baccalaureate Middle Years Program (IBMYP), SACE, ACARA and College guidelines. Teachers must respond to student needs and collaborate with other staff to ensure the safety, wellbeing and academic achievement of each student.

All staff will abide by College policy and procedure and perform all duties requested by the leadership team.

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### 3. Special Conditions

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Immanuel College teaching staff are employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

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#### 4. Statement of Key Outcomes and Associated Activities

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The role of Teacher encompasses specific activities and professional knowledge, practice and engagement in accordance with the Australian Professional Standards for Teachers (AITSL Standards).

**Immanuel College specific responsibilities include the following:**

- **Learning and Teaching**
  - Teach classes assigned as per the timetable , providing a stimulating, focussed and engaging learning environment for students with a diverse range of abilities and learning styles
  - Establish and monitor the use of effective and stimulating learning processes and technologies, including web-driven content in the delivery of programs
  - Implement learning and teaching strategies that enable students to develop new and innovative outcomes, to learn from others, with others and for others, to uncover complexity, consider different viewpoints, ask questions and reason with evidence and to apply their learning independently
  - Ensure the successful integration of students, including those with special needs, through targeted and differentiated teaching
  - Undertake relief lessons as assigned from time to time
  - Contribute to the broad and inclusive extra-curricular program of the school
  
- **Student Well-being**
  - Provide well-being program to students through the pastoral care, tutor group and House system
  - Establish an open communication channel to parents/carers about their child's academic, social, emotional and extra-curricular wellbeing and progress
  - Apply student management strategies consistent with College policy
  - Actively participate in the College House activities
  - Undertake yard duty supervision as allocated and contribute to meeting the duty of care as required under legislation
  
- **Assessment and Reporting**
  - Assess and report on student progress in the learning area, consistent with the requirements of the Middle Years Program of the International Baccalaureate (IBMYP), the Australian Curriculum, the SACE and accredited VET programs as applicable in a timely and prompt manner
  - Meet School Assessment and Reporting timelines
  
- **Administration**
  - Attend appropriate staff meetings, parent/teacher information activities and other activities to assist in the pursuit of the organisational goals of the school
  - Complete daily administrative tasks including, for example, roll-taking, monitoring of absences/late arrival/uniform infringement
  
- **Work Health and Safety**

This role is deemed to be a Worker under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work the Teacher must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instruction given by the College
- Assist in the support of a safe workplace by reporting hazards, incidents and potential risk
- Appropriately use any equipment provided at the workplace
- Cooperate with any reasonable policy or procedure of the College that is related to health and safety in the workplace that has been notified to workers

**AITSL Standards requirements:**

- **Professional Knowledge**
  1. Know the students and how they learn
  2. Know the content and how to teach it
  
- **Professional Practice**
  3. Plan for and implement effective teaching and learning
  4. Create and maintain supportive and safe learning environments
  5. Assess, provide feedback and report on student learning
  
- **Professional Engagement**
  6. Engage in professional learning
  7. Engage professionally with colleagues, parents/carers and the community

## **EMPLOYEE SPECIFICATION**

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### **1. Educational/Vocational Qualifications**

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- Tertiary qualifications relevant to the learning area
- Current registration with the South Australian Teachers' Registration Board (includes criminal history check)
- Current Working With Children Check or legislative equivalent
- Evidence of current mandatory notification training completion
- Minimum of Provide First Aid Training
- Teacher Accreditation in Lutheran Schools Australia. Training may commence upon appointment.
- Valuing Safe communities training with LESNW or willingness to complete upon appointment

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### **2. Personal Skills, Abilities and Aptitude**

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- **Skills**
  - Highly developed time management and organisational skills with the ability to set priorities and meet deadlines
  - Excellent written, verbal and interpersonal communication skills with the ability to interact confidently and sensitively with staff, parents and students
  - Ability to encourage students to participate both inside and outside the classroom and maintain good discipline

- Demonstrated success in the effective use and application of technology in teaching and learning
- **Abilities**
  - Work as an effective team member to develop, establish, implement and monitor curriculum that is relevant, challenging and consistent with IBMYP/SACE/ACARA/VET requirements
  - Flexibility to adapt to educational change and the changing needs of the College
  - Commitment to continued professional development and the application of learning outcomes in ongoing teaching practice
- **Aptitude**
  - Appreciation of, and commitment to, the Christian values and ethos of the College
  - Commitment and enthusiasm for the teaching of young people in a way that is meaningful and engaging
  - Honesty, integrity, compassion in all actions
  - Be actively engaged in and meaningfully contribute to College activities, including the co-curricular program

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### **3. Experience**

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- Proven experience teaching the required subject including demonstrated success in:
  - Effective teaching, learning and assessment practices in a school environment
  - Developing and implementing curriculum and achieving objectives through structured planning processes
  - Meeting the needs of all students, including those with special needs and from varied backgrounds (e.g. Aboriginal and Torres Strait Islander, International Students).
- Ongoing participation in relevant professional associations and activities outside the College

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### **4. Knowledge**

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- Sound knowledge of current educational theory and curriculum relevant to teaching role
- Understanding of the IBMYP learner profile, IBMYP Approaches to Learning and SACE/Australian Curriculum capabilities
- Proven understanding of classroom organisation and behaviour management appropriate for young people.
- Demonstrated knowledge of effective teaching methodology and learning styles in both Middle and Senior schools.
- Understanding of relevant learning technologies and their application to the learning area

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### **5. Performance Standards and Review**

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Ongoing review of performance will be conducted by the Line Manager. Performance will be monitored through means consistent with the performance measures identified above and/or other measures considered by the College as relevant to the position.