



# PEDARE

We are **one**. We are **Pedare**.

## English Teacher Position Description

*Updated: August 2020*



## **POSITION SUMMARY**

**JOB TITLE:** English Teacher

**TENURE:** Permanent commencing 2021 School Year, 0.8 - 1.0 FTE

**REPORTS TO:** Deputy Principal/Head of Senior School and Learning Area Coordinator English

**APPROVED BY:** Principal and Manager People and Culture

The Middle and Senior School at Pedare Christian College caters for 600 students in Years 6 to 12 and uses the IB MYP framework, Australian Curriculum and SACE for curriculum delivery. It acknowledges that Middle and Senior Schooling are specific developmental stages and, in response, the curriculum provides a breadth of challenges to all students and involves them in making decisions about their own learning.

The study of English is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers, and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate, and build relationships with others and with the world around them. The study of English plays a key role in the development of reading and literacy skills which help young people develop the knowledge and skills needed for education, training, and the workplace. It helps them become ethical, thoughtful, informed, and active members of society. In this light, it is clear that the Australian Curriculum and SACE English plays an important part in developing the understanding, attitudes and capabilities of those who will take responsibility for Australia's future. (*Australian Curriculum: English – February 2013*)

We are seeking a highly motivated and suitably qualified teacher with a clear understanding of the needs of adolescents to fill the role of a Middle and Senior English Teacher. Experience in teaching SACE English will be essential for this role.

Prioritising the development of positive relationships with all those involved in the student's learning, the teacher will work as part of a teaching team to deliver relevant curriculum in the core learning area of English.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

- This is a permanent position of up to 1.0 FTE
- Salary at Band 1 of the current Pedare Christian College Enterprise Agreement
- Step level will be determined upon receipt of copies of degrees and academic transcripts, a complete resume and any associated information as requested
- The College Performance Management process applies to all staff

## **KEY CRITERIA** (*areas of major responsibility and activity*)

- Experience in delivering English at SACE Stage 1 and 2 level required
- Have thorough knowledge of the subject matter to enable the course objectives to be taught
- Set programmes and lesson objectives based on the subject syllabus and within the IBMYP framework, Australian Curriculum and SACE Guidelines



- Develop the required Learning and Assessment Plans and Unit Plans
- Develop, use and maintain resources used in the teaching programme
- Consistently give prompt feedback to students, encourage and involve students in class to enable them to fulfil their potential
- Use appropriate assessment tasks and accurately record all grades and results for student assessment
- Liaise with appropriate colleagues regarding assessment structure, format and processes
- Meet the required deadlines for submission of work to the SACE Board and for the IBMYP
- Meet the College expectations regarding the reporting of student performance to parents/caregivers
- Promote a trusting and caring approach within the classroom
- Ability to relate well to students, recognising both the pastoral and educative aspects of the student-teacher relationship
- Maintain an interest in the welfare of students and promote the well-being of students
- Apply the College's rules and expectations for students as a joint responsibility of all staff
- Consult with appropriate colleagues regarding student behavioural problems
- Maintain a safe teaching environment in accordance with the College WHS guidelines

### **PROFESSIONAL STANDARDS**

- Maintain current knowledge of pedagogy and subject disciplines
- Be actively and continuously involved in the cycle of reflective practice and professional growth
- Work collaboratively as a member of the educational team, including health professionals, to ensure the best possible outcomes for the students
- Attend staff and learning area meetings

### **CLASSROOM MANAGEMENT**

- Apply effective behaviour management techniques consistent with the College's Behaviour Action Plan
- Have knowledge of and advise students of the School's various policies and procedures
- Encourage students to meet expectations for appropriate behaviour and demonstrate the same
- Deal with students in a courteous, firm, consistent and fair manner at all times
- Take responsibility for managing inappropriate student behaviour
- Be punctual, manage time, lesson-planning and assessment schedules efficiently
- Establish a learning environment where students feel safe to risk full participation
- Demonstrate strategies to create a positive and safe environment supporting student effort and learning
- Monitor student progress and liaise with the relevant personnel regarding individual learning and behavioural needs

### **PASTORAL CARE**

- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Community Coordinator

And any other reasonable duties as requested by Management



## **EXTRA-CURRICULAR**

Extra-curricular sporting and cultural activities are an integral part of life at Pedare for all staff and students, and teachers are expected to provide and demonstrate a positive attitude of encouragement and participation for all students in extra-curricular activities. Involvement in extra-curricular activities provides opportunities for staff to enrich their experience of Pedare and build positive relationships with students outside of the regular classroom environment. All teachers appointed to Pedare are required to undertake a minimum of one semester of involvement in the extra-curricular program for which they will be paid an additional allowance as per the current College Enterprise Agreement.

## **GENERAL**

*A teacher at Pedare will:*

- Maintain confidentiality in regard to school and staff issues
- Display appropriate conduct when in public and in the company of parents/students at out-of-school functions
- Attend official College functions, meetings and events as required
- Adhere to College policies and procedures
- Contribute to staff devotions and worship events through attendance and involvement
- Show collegiate support of management and other staff

## **SKILLS & QUALIFICATIONS**

*A teacher at Pedare will:*

- Possess and provide a copy of a current Teacher Registration Certificate in South Australia
- Provide a copy of a Working with Children Check (WWCC) clearance
- Provide copies of Academic Transcripts and Degrees, Diplomas, Certificates etc.
- Possess and provide a current Child Safe Environments or Responding to Abuse & Neglect (Education Care) Certificate
- Provide a copy of First Aid Certificate (preferable)

## **REQUIRED**

- Outstanding customer service skills and a demonstrated commitment to undertaking what is required to ensure all stakeholders are satisfied
- Commitment to the ethos of Pedare Christian College
- Strong organisational and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion and diplomacy
- A proven track record in building positive relationships with a range of people
- An ability to work in a team environment and to be supportive of others
- An ability to think laterally and a willingness to embrace change
- Knowledge of WHS principles and their application in the workplace
- Ability to teach other subject areas (desirable)