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## POSITION DESCRIPTION – MIDDLE SCHOOL TEACHER

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<b>Accountability</b>	Middle School Classroom Teachers will be accountable to the Principal.
<b>Relates to</b>	Students, Primary Classroom Teachers, Parents, Principal
<b>Qualifications</b>	Each Classroom Teacher must be a registered teacher in Queensland. He/she should have a breadth of experience in secondary schools. Each Classroom Teacher will be encouraged to be involved in professional associations outside the College. All teachers will be encouraged to further their study of educational issues whilst employed at Gulf Christian College.
<b>Personal Attributes</b>	<p>The Middle School 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>The Middle School Teacher will be expected to:</p> <ol style="list-style-type: none"><li>1. Have an understanding of the philosophy of Christian Education and to translate it into practice in the classroom, playground, office and staffroom</li><li>2. Communicate effectively with adults and students (specifically the 12-15 year age group)</li><li>3. Work as a member of a team</li><li>4. Demonstrate an understanding of current educational trends in his/her subject area</li><li>5. Honestly and persistently carry out a self-evaluation of all aspects of his/her role</li><li>6. Establish and maintain positive and consistent classroom management and discipline strategies</li><li>7. Use a variety of teaching strategies and resources</li><li>8. Maintain good relationships with his/her students</li><li>9. Have the ability to plan an interesting, sequential and developmental program</li><li>10. Have the ability to effectively evaluate this programme regularly</li><li>11. Have the ability to produce a positive approach to classroom management and to foster and employ high standards in this area</li><li>12. Have the ability to organise a classroom and use a variety of resources</li><li>13. Have the ability to refer children with learning difficulties to the Learning Support Department</li><li>14. Be competent and keep up to date with required technology within the classroom</li></ol>

**Responsibilities**

Each Classroom Teacher will be expected to:

1. 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.
2. 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.
3. Maintain a high standard of work in the classroom
4. 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 and verbal form.
5. Know, plan, program and teach the school's curriculum at the appropriate standards for the Middle Years age grouping. Keep written documents of term by term planning, assessment, assignments, etc.
6. 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 to be well organised with a written set program term by term.
7. Demonstrate a willingness to contribute to the spiritual growth and fellowship of the Gulf Christian College.
8. Effectively establish and carry out student assessment and reporting procedures in line with the College's requirements.
9. Actively contribute to curriculum development (including writing Work Programmes)
10. Attend all required staff meetings, Parent/Teacher meetings and Interviews
11. Involve parents in the school program
12. Actively contribute to the school's co-curricular programme, with specific attention to Middle School programmes.
13. Attend Inservice Courses and Out of Hours School Functions as required by the school
14. Participate in out of school hours coaching of sport teams, if required
15. Be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff
16. Meet all school timelines
17. Regularly attend Staff Devotions, Worship and Chapel Services
18. Be diligent and punctual with playground and other rostered duties
19. Be responsible for confidentiality
20. Assist in preparing the annual calendar
21. Submit written budgetary requests when needed for classroom use
22. Maintain accurate records of student attendance at lessons
23. Be aware and supportive of annual College Child Protection training and Workplace Health and Safety (WHS) requirements
24. Carry out work practices in accordance with current Workplace Health and Safety standards
25. Perform other duties as required

**Reference Documents**

Pastoral Care Policy and Procedures  
Work Health and Safety Manual  
Contract of Employment  
Child Protection Policy

**Appraisal & Review**

As required.