



**Courage in Wisdom | Hope in Love**

## Job Description

|                  |   |
|------------------|---|
| Title:           | <b>Secondary Teacher - English</b>                  |
| Reports to:      | Head of Learning Area                               |
| EBA/Award:       | South Coast Baptist College Teaching Agreement 2024 |
| FTE:             | 0.6 - 1.0 FTE                                       |
| Employment Type: | Permanent Full or Part Time                         |

### Position Summary

South Coast Baptist College is seeking a dedicated and passionate Secondary Teacher to join our English team. The successful applicant will collaborate with the Head of English to deliver high-quality education and support students in their academic journey, ensuring adherence to the school's mission, vision, and code of conduct.

### Job Description

As an English Teacher at South Coast Baptist College, you will:

#### Teaching and Learning:

- Plan, prepare, and deliver engaging lessons in accordance with the Western Australian Curriculum.
- Develop and implement curriculum-aligned teaching strategies that enhance student understanding and achievement.
- Utilize a wide range of teaching, learning, and assessment strategies.
- Integrate technology effectively into classroom practice to foster student engagement and achievement.

#### Classroom Management:

- Utilize effective classroom management strategies to develop a fair, safe, and respectful classroom environment.
- Reflect on student progress and respond appropriately, including promptly notifying the relevant Head of Learning Area of any significant concerns.
- Implement assessment and moderation practices of a high standard, in keeping with the requirements of the Western Australian Curriculum and the College's assessment and reporting policies.

#### Professional Responsibilities:

- Maintain a professional approach at all times.
- Communicate effectively with parents to support the academic development and wellbeing of students.
- Contribute to the development of documented plans for students with additional learning needs.
- Differentiate lessons and activities to cater to the varied needs of students.
- Attend professional learning events and school meetings outside normal school hours as required.



- Participate in classroom observations designed to continually improve the quality of teaching and learning.
- Perform DOTT relief as per college policy and other duties as required by the Principal or Head of Secondary.
- Collaborate with staff on programming, assessments, tasks, and larger school events and productions.
- Coordinate resourcing with other teachers.

**Reporting and Accountability:**

- Report to the Principal, the Head of Secondary, and the relevant Head of Department.
- Complete all school duties, including playground, relief, and co-curricular duties.
- Maintain appropriate copies of materials required for school registration and accreditation.
- Report Workplace Health and Safety matters promptly to your Head of Department.
- Report accidents to staff or students as required.

**Professional Review:**

- This position description is intended as a framework for professional review.

**Selection Criteria**

The ideal candidate will possess:

**Qualifications:**

- A degree in Education or a related field, and a recognized teaching qualification.
- Current registration with the Teacher Registration Board of Western Australia (TRBWA).

**Experience:**

- Demonstrated experience teaching at the secondary school level.
- Proven ability to develop and deliver effective and engaging lessons.

**Skills and Abilities:**

- Strong knowledge of the curriculum and contemporary teaching practices.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, colleagues, and parents.
- Competency in using educational technology and digital resources to enhance teaching and learning.
- Strong organizational and time management skills, with the ability to manage multiple responsibilities effectively.

**Personal Attributes:**

- A passion for teaching and a commitment to student success and well-being.
- A positive and proactive attitude, with the ability to inspire and motivate students.
- Flexibility, adaptability, and a willingness to contribute to the broader school community.

**Commitment to Professional Standards:**

- Demonstrated proficiency in teaching practice aligned with the Australian Professional Teaching Standards.



- Graduate teachers are expected to achieve Proficient Teacher status within two years for full-time teachers and within three years for part-time teachers.

**Commitment to School Values:**

- A willingness to support and promote the Christian values and ethos of South Coast Baptist College.
- A commitment to ongoing professional learning and development.

**General Requirements**

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- First Aid Certificate.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.

**Other Matters**

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

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|-------------------|--|
| Position Held By: |  |
| Signed:           |  |
| Date:             |  |