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## POSITION DESCRIPTION – CLASSROOM TEACHER

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<b>History</b>	<i>February 2023, December 2022, June 2024</i>
<b>Accountability</b>	<p>Junior School Classroom Teachers will be accountable to the Executive Principal via the Head of Junior School, Deputy Head of Junior School and the Teaching and Learning Coordinators.</p> <p>Secondary School Classroom Teachers will be accountable to the Executive Principal via the Heads of Schools and Heads of Departments.</p>
<b>Relates to</b>	Students, teachers, parents, Director of Teaching and Learning, Heads of Department, Head of Academic Studies, Deputy Heads of Schools, Heads of School and Executive Principal
<b>Qualifications</b>	<p>Current Queensland Teacher Registration. Classroom teachers will be encouraged to be involved in professional associations outside the College and to further their study of educational issues whilst employed at NCC A current First Aid Certificate.</p>
<b>Attributes</b>	<p>These are generally personal in nature and reflect the desired attributes of staff.</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>• Proactively contribute to the delivery of the Mission of NCC</li><li>• Demonstrate, establish and maintain appropriate professional boundaries with students.</li><li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li><li>• Act with integrity, loyalty, honesty and accept authority</li><li>• Act with tolerance and compassion</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 and engage in professional development</li><li>• Maintain confidentiality.</li></ul>
<b>Skills</b>	<p>Each Classroom Teacher will be expected to:</p> <ul style="list-style-type: none"><li>• Demonstrate an understanding of the philosophy of Christian Education and to translate it into practice in the classroom, playground, office and staffroom</li><li>• Communicate effectively with adults and students</li><li>• Work as a member of a team</li><li>• Demonstrate an understanding of current educational trends in his/her subject area/s</li><li>• Use relevant curriculum documents to plan and evaluate quality learning programs that are sequential, engaging and cater to the needs of all students</li><li>• Use the AITSL Professional Standards to evaluate teaching and learning and set goals for continuous improvement</li><li>• Participate fully in the College Teacher Growth Cycle in order to reflect on practice and set goals for continuous improvement</li></ul>

- Establish and maintain positive and consistent classroom management and discipline strategies
- Use a variety of teaching strategies and resources, including technology
- Maintain positive and professional relationships with his/her students
- Demonstrate the ability to refer children with learning difficulties to the Learning Support Department and comply with legislative requirements for NCCD
- Note evidence of adjustments for NCCD students in weekly, term or unit planning throughout the school year to the quality and standard expected by the College

**Responsibilities**

Each Classroom Teacher will be expected to:

- 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.
- 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 form and verbally
- Know, plan, program and teach the school's curriculum at the appropriate standards for each year level. Keep written documents of daily and term planning, assessment, assignments, etc.
- Implement the school's Christian philosophy in the classroom and other aspects of school life in a natural spontaneous way that will foster Christian faith
- Demonstrate a willingness to contribute to the spiritual growth of students and the faith community which is Nambour Christian College
- Effectively establish and carry out student assessment and reporting procedures in line with the College's requirements (including preparation of QCAA submissions)
- Actively contribute to curriculum development (including writing Work Programs)
- Attend all required Staff meetings, Parent/Teacher meetings and Interviews
- Communicate with parents regarding student progress
- Actively contribute to the school's co-curricular program
- Attend In-service courses and out of hours school functions as required by the school
- Be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff
- Attend Staff Devotions
- Maintain accurate records of student attendance at lessons
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements
- Perform other duties as required

**Reference Documents**

NCC Child Protection Policy  
NCC Staff Code of Conduct  
NCC Enterprise Agreement  
NCC Staff Dress Code Policy  
NCC Workplace Health and Safety Policy

**Salary**

In accordance with levels set out in the NCC Enterprise Agreement

**Hours of Work**

As per Employment Contract.