

Secondary Learning Support Teacher Position Description



OVERVIEW

Prince of Peace Lutheran College is a co-educational, independent, Christian school located at Everton Hills in the north-western suburbs of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 860 students enrolled in 2015. The Junior Campus (K-6) is located at Rogers Parade West. The Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

JOB TITLE	Teacher
QUALIFICATIONS	QCT Registration Graduate and/or Post-Graduate Qualifications relevant to the position

ORGANISATIONAL RELATIONSHIP

Reporting To:	Head of Learning Area
Accountable To:	Senior Leadership Team, Head of Campus, Head of College

POSITION OBJECTIVES

The teacher at Prince of Peace Lutheran College supports the mission and ministry of the College as he/she competently teaches and pastorally cares for students within the College.

MISSION FOCUS

The Teacher will promote the mission of the College by:

1. Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of Prince of Peace Lutheran College.
2. Working closely with, and being guided by the College Pastor in spiritual matters.
3. Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships.

4. Promoting educational excellence in all aspects of school life (curricular and co-curricular).
5. Personally modelling the values of Lutheran Schools: love, justice, hope, compassion, forgiveness, courage, quality, humility, appreciation, service.
6. Maintaining harmonious relationships and resolving conflict with others.
7. Fostering the development of a learning community through collaborative and servant leadership.
8. Assisting the Head of College in setting the tone of the College: one which is orderly, industrious, respectful and harmonious.
9. Exercising effective management and administration to facilitate the educational process.
10. Investigating areas of concern, problem-solving and in collaboration with the Head of College initiating policies and action to enhance the educational and spiritual mission of the College.

SPECIFIC ACCOUNTABILITIES OF THE ROLE

1. Spiritual Life / Mission

- Attend Chapels, assemblies as required and exercise appropriate supervision.
- Participate in staff retreat/spiritual development days.
- Undertake theological study/accreditation processes as required by Lutheran Education Australia, including Pathways (all teaching staff) and Equip (for the teaching of Christian Studies). This is generally conducted during the teacher's own time.

2. Professional Development

- Maintain Teacher registration.
- Participate in Staff Development Sessions and Staff Meetings, as required.
- Participate in the Professional Learning Plan process and collaboratively work towards developing a Professional Learning Community.

3. Curriculum / Learning and Teaching

- Meet College/Department requirements for unit and lesson planning, work programs, scope and sequence charts within the required timeframe.
- Meet College/Department requirements for assessment, examinations, reporting and evaluation.
- Meet College and legal requirements for students with special needs.
- Maintain up-to-date knowledge and application of Queensland Curriculum and Assessment Authority (QCAA) processes and guidelines.
- Submit new and amended QCAA work programs within the required time frame.

- Submit QCAA submissions, forms, SAIs etc within the required time frame and with due diligence.
- Meet AQTF and QCAA requirements for VET subjects.
- Maintain current knowledge of and skill in using current Information Technology and Innovation relevant to student learning.
- Be prepared to teach in an integrated or trans-disciplinary manner if/where required.
- Maintain and develop Pedagogical understanding of teaching practices.

4. Pastoral Care / Relationships Management / Duty of Care

- Maintain a safe and orderly classroom and out-of-class environment through applying the College's Honouring Relationships policy.
- Report behaviour incidents on TASS (school database).
- Follow the year level Pastoral Care program.
- Exercise pastoral care for students in all classes but especially in Pastoral Care Class, building relationships with students and parents.
- Undertake administration/supervisory tasks in Pastoral Care Class diligently – roll marking, diary checks, uniform checks, etc.
- Participate in parent-teacher interviews, information nights, etc, as required.
- Attend to duties such as yard and sport supervision punctually and diligently.
- Exercise a high standard of duty of care whenever in the presence of students or volunteers, whether or not in a role of responsibility at the time.
- Be punctual, especially where duty of care is involved.
- Participate in year level/subject excursions and camps.
- Maintain current First Aid certificate if required by role.

5. Teamwork / Collaboration

- Participate in collaborative planning, year level and department meetings, as required (normally during scheduled release time and after school).
- Undertake team/department responsibilities as determined by Head/s of Learning Area and team meetings.
- Take steps to resolve conflicts with other staff, volunteers and/or parents as per the College's Honouring Relationships Policy.

6. Community and Co-curricular Contribution

- Convey to the public a positive image of the College.
- Be helpful and courteous to all members of the College community and the public.

- Attend whole college and P&F functions, e.g. Graduation/College Celebrates, Open Day, School Fete as required.
- Attend staff briefings.
- If required to supervise sport, maintain an acceptable level of understanding, or preferably coaching of the sport.

7. Communication

- Ensure all written communication to parents or the wider community is written in correct, clear English and is checked by the appropriate person.
- Ensure all written communication follows the Style Guide for correct use of the College logo and corporate image.
- Document lesson plans and work programs, as required.
- Keep appropriate records of students' learning and assessment.

8. Legal / Financial Compliance

- Abide by all College policies and procedures.
- Ensure students' use of information technology is properly supervised to ensure safe and acceptable use. Ensure own use of IT follows College policy and legal requirements.
- Abide by the College's Workplace Health and Safety guidelines and undertake all training, as required.
- Follow College procedures for Risk Management when conducting activities, excursions or camps.
- Follow College's ordering and budgeting procedures.
- Ensure all rolls and registers are maintained diligently.
- Demonstrate respect and care for property and equipment.
- Follow College's procedures for applying for leave. (Note: Sick Leave is only available after it has been accrued).
- Follow the College Staff Dress Code.

9. Other Duties Specific to this role

- Working with students in the Learning Support room in a group setting.
- Assist in case managing verified students – this involves conducting and review IEP meetings
- Assist in the review of verification of funded students on a regular basis to ensure we are maximising the funding and not allowing any leakage.
- Assist in NCCD data collection.

- Assist in the preparation of Education Support Profile for Learning Support students.

10. Other

- Duties as may be reasonably requested by the Head of College or their delegate, from time to time, having regard to the Teacher's skills, qualifications, experience and the requirements of the position.

HOW TO APPLY

- Please send a Resume/Curriculum Vitae that includes 2 Referees (One may be a Pastoral Referee such as a Pastor or Priest).
- Include a covering letter that addresses the following Key Criteria (no more than 2 pages):

Key Criteria

KC1 Demonstrated skills which reflect commitment to, and understanding of, the Christian ethos of the College and how it influences Pastoral Care (this may include):

1. Demonstrated ability to lead children in Christian worship.
2. Willingness to contribute to the maintenance of the Christian based caring atmosphere of the College.
3. Ability to maintain a positive focused, well-managed teaching environment with a high standard of pastoral care using Restorative Practices.

KC2 Demonstrated ability to deliver a high quality teaching and learning programs (this may include):

1. Demonstrated knowledge of Queensland Curriculum and Syllabus documents.
2. Ability to plan effective documented programs which include weekly plans and term overviews.
3. Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.
4. Ability to integrate ICTs as cross curricular priorities in the curriculum.

KC3 Demonstrated commitment and capacity to actively contribute to a broad range of school activities as a member of the College team.

1. Demonstrate a willingness to contribute to, and evolve the extra-curricular life of an expanding College.

Applications

Applications are to be marked **Strictly Confidential** and sent to the Head of College either by post or e-mail by **Thursday 10 November 2016**.

*Mr Phil Hlland
Head of College
Prince of Peace Lutheran College
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EVERTON HILLS
QLD 4053*

Email: kosborne@princeofpeace.qld.edu.au

NB: Information that is sent by e-mail should be in either Microsoft Word or PDF format.