



## Position Description

# Secondary School Teacher

Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K-12), catering for individual interest and capacity.

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### PRIMARY DUTIES & RESPONSIBILITIES OF A SECONDARY SCHOOL TEACHER

Secondary School Teachers are required to undertake a range of responsibilities. This section is intended to clarify those duties.

- x Be responsible for well-developed knowledge of their subject discipline and be actively involved in professional learning opportunities that will enhance their delivery of that subject in the classroom. This may include professional conversations in the staffroom, participation in programming and unit development and keeping abreast of NESA requirements and changes to syllabus.
- x Secondary School Teachers are required to undertake administrative responsibilities appropriate to their level of experience and responsibility, including participating in curriculum planning meetings; completing progressive reporting and preparing reports; developing teaching programs and assessment folders and the maintenance of records within the School's data base and Learning Management System. Secondary School Teachers are also required to undertake other supervisory responsibilities in settings such as Assemblies, Chapel, and inter-School sports events.
- x All Secondary School Teachers, including part-time Secondary School Teachers, must attend staff member meetings and the Head of Barker College's briefings, if their timetable requires them to be at School at that time. If a part-time teacher teaches classes immediately either before or after any scheduled departmental meeting, they are expected to attend that meeting. If not scheduled to attend, it is expected that they will ensure that they are aware of all matters discussed and have provided any data (marks, exam scripts, ideas) that have been requested). All Secondary School Teachers, including part-time Secondary School Teachers, must attend and participate in all professional development activities.
- x A normal teaching load for Secondary School Teachers at Barker College, under the present timetabling arrangements, is the equivalent of 35 teaching periods across each 10 day cycle, averaged across the School year. From time to time, a Secondary School Teacher may be required to teach in excess of 35 periods per cycle, to meet timetabling needs. Other duties may be adjusted to reflect the additional teaching load.
- x In addition to the normal teaching load, a Full Time or Part Time Secondary School Teacher may expect to be rostered for a set minimum number of periods per cycle to provide supervisory cover for absent Secondary School Teachers (called Covers). If a Secondary School Teacher's normal timetabled teaching load is 35 periods or less per cycle, or the equivalent pro rata for a Part Time Secondary School Teacher, then the School may at its discretion add Covers to their Teaching load.



- x Secondary School Teachers are required to undertake playground supervision, and other supervision as required, such as of students in Detention or the like, as rostered by the Deputy Head Student Experience.
- x It is an expectation that every Secondary School Teacher will attend at least one Chapel service per week, whether or not they are specifically accompanying a pastoral care group for which they have responsibility. Part-time Secondary School Teachers attend Chapel on a day when they are in attendance at School.
- x Secondary School Teachers in certain subject areas are expected to accompany their class to The Grange as scheduled through the School year. The current arrangements are:
- x Secondary School Teachers are requested to volunteer to attend camps organised by the School's Outdoor Education Department:
- x Secondary School Teachers are expected to accompany their classes on field trips and excursions in relation to the NESA curriculum and School programs in their subject area, which may include overnight excursions.
- x Secondary School Teachers are expected to attend the following sporting events:
  - o The School Athletics Championships.
  - o The House Swimming Championships, if involved in the Middle School House System.
  - o One of the following Carnivals: School Swimming Championships, ISA Swimming Championships,





- x Strong service orientation with the ability to foster a strong service culture.
- x Strong leadership skills, underpinned by a genuine interest in people.
- x Excellent presentation skills.
- x Highly refined communication skills, both written and oral.
- x Strong motivation, influencing and team-building skills.
- x Strong people management and development skills and orientation.
- x Strong negotiation skills.

## ACCOUNTABILITY

### Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

### General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

### Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

## QUALIFICATIONS

- x Relevant academic teaching qualifications and NESA qualifications
- x Relevant teaching experience

## SPECIAL CONDITIONS

- x Prepared to undertake any additional training to complement the position
- x Flexible working hours

## ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager :	Director of Curriculum Strategy
The Immediate Manager:	Head of Department
This position:	Secondary School Teacher

## APPROVAL

This position description accurately details the primary duties and responsibilities of a Secondary School Teacher.

Approved by the Deputy Head Academic Care in August 2024.



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ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: \_\_\_\_\_ .8 7