DUTY STATEMENT
SECONDARY SCHOOL TEACHER

POSITION ACCOUNTABLE TO
Head of Department

POSITION IS RESPONSIBLE FOR
Not applicable

CLASSIFICATION
Standards Model (Teachers)
Multi Enterprise Agreement 2017

RESPONSIBILITIES
All Radford staff are required to act in a professional manner and support the College values of Truth, Compassion and Wisdom.

- teach a program of study, as approved by the HOD and as accredited by the ACT Schools Authority
- providing a stimulating learning environment, effective teaching and appropriate assessment
- integrate ICT into the learning experiences of students in the classroom
- manage the classroom effectively to allow each child to learn unimpeded by others
- demonstrate high expectations of achievement commensurate with student ability
- report on each student's progress accurately and within College policy
- provide timely and useful feedback about assessment items to student
- attend and participate in regular departmental, Secondary School and College meetings
- engage in professional learning to support the learning goals of the College
- prepare a personal professional review and development plan, endorsed by the HOD
- refer student issues requiring follow-up to the appropriate pastoral care tutor and/or HOD
- ensure the students adhere to College policy regarding attendance and punctuality, dress and courtesy code and homework/diaries
- undertake playground, class and other supervisions as required
- support the co-curricular program
- participate in the College’s program for spiritual and pastoral care
- Other duties as required

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED
- Teaching qualification recognised by the ACT Department of Education
- Maintain registration as a teacher with the Teacher Quality Institute, including WWVP
- Current First Aid Certificate

PERSONAL SKILLS AND ATTRIBUTES
- A passion for teaching
- A sense of trust and honesty
- Energy, enthusiasm and a willingness to grow
- Team spirit and loyalty
- Excellent time management skills
- Excellent communications skills both written and verbal
- Can work well independently and as part of a team

It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.