



RADFORD COLLEGE

DUTY STATEMENT SECONDARY SCHOOL TEACHER

POSITION ACCOUNTABLE TO	Head of Department
POSITION IS RESPONSIBLE FOR	Not applicable
CLASSIFICATION	Independent Schools NSW/ACT 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 HOY
- 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.