



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:**Secondary School Teacher (Mathematics-Science)**

Full-time maternity leave contract: Terms 2-4, 2022

DEPARTMENT:

Middle & Senior School

REPORTS TO:

Ian Gamack (Principal)

Tonia Gloudemans (Deputy Principal)

AWARD:

The Queensland Anglican Schools Enterprise Agreement

DATE PREPARED:

November 2021

COMMENCEMENT:

19 April 2022

REMUNERATION:

\$2,850/fortnight for a 1st year teacher - \$4,065/fortnight for a teacher with 8+ years teaching experience

We are seeking a Secondary Maths/Science teacher to join our fabulous school to fulfil a maternity leave contract. The successful applicant will be working with a great team of professionals. At Cathedral we are excited about the future and we cherish the opportunity to invest in the leaders of tomorrow. We believe we have the best Mathematics and Science departments in North Queensland and are looking for a capable, exciting teacher to join our amazing team.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 with boarding students from Year 7 to 12. The School is set adjacent to a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures, and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration.

Note that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a teaching staff role is to establish expectations for a student through connection and intrinsic motivation. Serious misdemeanours are to be reported to the Head of Middle School or Head of Senior School so that appropriate action may be taken. It is within the staff's duty of care to step in when a situation is unsafe, or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

All teaching staff employed at The Cathedral School are required to be flexible in relation to classes taught. The school endeavours to place teachers with classes that utilise their

skill set however teachers may be required to teach outside their specialised area from time to time.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The position of **Secondary School Teacher specialising in Mathematics-Science** is a full-time maternity leave contract and will be required to teach across Years 7-10 with the ability to teach a Senior QCAA general subject.

The position will be required to fulfil 3 main functions. These being:

1. Provide a high level of teaching practices to assist each child to reach their full potential – academically, physically, culturally socially and spiritually;
2. Provide exceptional pastoral care;
3. Actively apply 21st Century teaching pedagogy to foster a thriving professional learning community of excellent practitioners and curriculum innovators.

The School works on a 7 day rotating roster teaching 4 lessons per day. Full-time teachers are required to teach up to 22 lessons per 7 day cycle.

Teachers are expected to provide a quality education for students in their care, in support of the ethos of the School, by managing classes and students effectively, ensuring knowledge of the syllabus and work program expectations, promoting learning as a lifelong process and something to be enjoyed and maximised for each student.

The Secondary School Teacher role is to provide a safe, caring, and Christian environment which fosters and supports the learning and personal development of each child. Teachers are expected to support the aims of the School, its policies, and practices.

Learning at The Cathedral School of St Anne & St James is a partnership and shared responsibility between the school, home, and the child. A climate of mutual trust and respect is created through open, positive communication between staff, parents, and students.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Principal through the Head of Senior School for the day to day performance of duties. Employees at this level are responsible for their own work.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals, and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Deputy Principal or Head of Senior School.

SKILLS AND KNOWLEDGE

Essential Criteria

The Secondary School Teacher will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Bachelor's degree in any of the following:
 - Secondary Education
 - Mathematics or Science with a Graduate Diploma in Teaching
- Approved Registration with the Queensland College of Teachers.
- Current First Aid and CPR certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Relevant expertise in teaching Secondary School Mathematics and/or Science and supporting students with their studies.
- Ability to develop units of study incorporating the Australian and School curriculum and its application to the Secondary years of schooling is required.
- ICT skills and the ability to incorporate ICT into lesson plans.
- Ability to access and prepare online resources, particularly in relation to the school's intranet (e-Cat).
- Knowledge of and the ability to implement current teaching practices into your daily program.
- Willingness to aspire to demonstrate exemplary classroom teaching techniques and practices.
- Ability to differentiate for different learning styles through accepting individual differences in ability, need and learning styles and always cater for these differences.
- Willingness to team plan and team teach.
- Ability to work with a diverse group of students.
- Time management skills.
- Behaviour management skills.
- Ability to track and report student progress throughout the year.
- Ability to affirm the unique worth of each student.
- Advanced interpersonal, communication and listening skills.

Desirable Competencies, Knowledge & Skills

- Knowledge of The Art and Science of Teaching (ASOT) by Robert Marzano.
 - Knowledge of competencies for each year level and the ability to moderate students work.
 - Ability to reflect and evaluate teaching practices.
 - Ability to transfer theory into practice.
 - Keep abreast of changes in content, methodology, evaluation, and assessment in education.
 - Attend professional development programs to enhance teaching skills and knowledge.
 - Basic understanding of occupational health and safety and anti-discriminatory practices.
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KEY ACCOUNTABILITIES:

The key accountabilities of the Secondary School Teacher are to assist the Head of Senior School by planning and implementing an age appropriate class program. This includes:

Maintaining a high level of teaching practices including:

- Develop, plan, implement and evaluate age appropriate programs for the physical, social, emotional, and cognitive needs of the students in your care.
- Implement “best practice” curriculum in your core areas for Years 7 to 12.
- Promote core classes as a subject within the school and encourage students to pursue their interest in the subject outside the formal classroom situation.
- To work with the Heads of Departments and Year Level Deans on all curriculum matters and to provide them with relevant curriculum plans, as requested, by the date specified.
- Arrange for the use of the environment, equipment, furniture, and consumables materials to meet the developmental needs of the students.
- To maintain records and ensure they are kept up to date.
- Assess, record and report on student progress.
- Supervise a Tutor group.
- Record student movements in TASS including roll marking, movements to the student health centre etc.
- In consultation with Senior Administration, report continuing or significant behavioural and academic problems to parents at the earliest opportunity and record relevant data in TASS.
- Work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of the Senior School.
- Attend staff meetings and professional development sessions when instructed to attend.
- Ensure all equipment, furniture and resources are always maintained in a safe and good condition.
- Report any maintenance required using the School’s maintenance software or to the Head of Senior School or to the Senior School Receptionist.
- Supervise all indoor and outdoor play areas to ensure safe practices.

Pastoral

- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
 - Provide a positive, mature example for students to role model on.
 - Always accept responsibility for the pastoral needs of students.
 - Take a proactive role in the spiritual development of students. This may include teaching Christian Education from time to time.
 - To maintain confidentiality in respect of students and their parents at all times. To regard information learned about students and families in the school as strictly confidential and not be discussed with anyone other than the Head of Senior School.
 - Be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect.
 - Actively support the School’s Behaviour Management policy and insist on acceptable standards of behaviour, including dress, in students.
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Other

- To provide feedback and input in the development of policies and procedures, when required, and implement accordingly at all times.
- Liaise with and support parents and to actively encourage parent involvement.
- Be punctual to classes, playground duties, assemblies, Chapel services and staff meetings.
- Be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of students).
- Participate in staff development days, Camps, Parents and Friends Welcome BBQ, Class Information nights, Parent-Teacher interviews, Performance Evenings and Presentation Ceremony. Other duties will include but may not be limited to Playground Duties, Camps, Excursions, Concerts and Eisteddfods.
- Undertake additional duties requested by the Deputy Principal / Head of Senior School.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their skills and experience and provide 3 work references to which the school can contact.

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au