



TRINITY
GRAMMAR SCHOOL

ACADEMIC POSITION SECONDARY TEACHER

Position Description	Secondary Teacher
Reporting to	Supervisor Head of Department Line Manager Academic Dean
Agreement / Award	Independent Schools NSW Teachers (Hybrid model) multi-Enterprise Agreement 2017
Minimum Hours	Full-time

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Purpose of the position:

The role of the Secondary Teacher is to actively support and promote the School's traditions and Christian Mission in a positive and purposeful manner that contributes to the honourable image of the School. Teachers conscientiously and competently undertake duties, both teaching and nonteaching, determined by the relevant agencies and assigned by the Head Master.

The role of the Trinity teacher is pursued within a learner centred framework seeking to make visible and celebrate the personal growth and achievement of all learners. Teachers encourage their students towards critical reflection and inquiry in order to develop discipline specific knowledge understanding skills as well as learning dispositions to support resilience, agency and lifelong learning. Trinity teachers work to ensure all students are provided with opportunity for a high quality education in a safe and supportive Christian environment.

As part of the wider School community a teacher is expected to co-operate with the senior staff in the organisation and management of the School and help promote a team spirit among the staff, students and School community.

Specific Roles/Duties/Responsibilities

1. Academic

Working in close collaboration with and under the direction of the Head of Department:

1. Teach in accordance with syllabus requirements of the NSW Educational Standards Authority (NESA) and the International Baccalaureate Organisation (IBO) where applicable, within the framework of the aims of education at Trinity Grammar School.
2. Address the aims, objectives and outcomes at each Year level as outlined for the department.
3. Analyse the range of available student data to ensure understanding of the specific needs of individual learners.
4. Differentiate learning experiences for both support and extension of individual learners.
5. Employ a range of pedagogical approaches in the preparation of engaging lessons with clear learning intentions.
6. Collect and monitor learning evidence at the class level to ensure learning progress of all students.
7. Provide specific, timely and forward focussed feedback to support personal learning progress of all students.
8. Communicate with parents in a timely and specific manner as required.
9. Communicate with parents in a professional and prepared manner via formal parent – teacher learning conversations.
10. Contribute to assessment programmes with regard to the School Assessment Policy and Trinity Assessment Principles.
11. Prepare Semester Reports in accordance with School policy and reporting guidelines.
12. Undertake marking with reference to rubric, criteria and moderation activities.
13. Collaborate with faculty staff to review, evaluate and design outstanding programmes of learning, assessment and resources.
14. Work collegially with Trinity Educational Support Staff to co-design and / or co-teach units of work for both support and extension of individual students.
15. Actively promote subjects offered by the Department within the School community.
16. Participate in professional learning teams, faculty meetings and other professional learning events aligned to the School's strategic priorities.
17. Reflect upon personal teaching practice and set personal professional goals in the spirit of the School's commitment to continuous improvement.

2. Pastoral

1. Model the Christian values of the school and provide a Christ-like example to all students regardless of the student's faith or background.
2. Support the School's formal pastoral care based House system as a tutor or Housemaster.
3. Encourage student involvement and growth in all aspects of school life such as academic, sporting and co-curricular programmes.
4. Liaise with parents on any feedback regarding their son's academic, pastoral, and social progress.
5. Monitor student welfare as necessary. Liaise with the TESS department for students who may need additional support or extension.
6. In conjunction with the relevant Master of School, support the Discipline System for students when required.
7. Report immediately any concerns or suspicion of inappropriate behaviour by either staff, student or community member in areas such as discipline, breaches of the School's code of conduct and/or Child Protection matters.

3. Administrative

1. Demonstrate excellent organisation and communication skills at all times.
2. Actively engage in meeting and maintain the NESA Teaching Standards appropriate to the level of accreditation and undertake relevant Professional Development to meet compliance requirements.
3. Undertake peer reviews and visit classrooms by prior arrangement, for teaching, observing, disseminating information or discussing issues when appropriate.
4. Maintain formal records required by the School including but not limited to progress reports, learning evidence, assessment data, incident and discipline reports.

4. General

1. To help foster good relations between parents, the community and the School and encourage parents to take an interest in the schooling of their sons and to participate in the life of Trinity Grammar School.
2. Be actively involved in supporting the School co-curricular activities and be responsible for, but not limited to the maintenance of the Schools standards and the application of the School's code of conduct.
3. Promote ethical, efficient and appropriate use of physical resources, Information Technology (equipment and software) and Social Media.

5. Personal Qualities and Requirements

Academic / Professional Qualifications

Essential:

- > Formal tertiary qualification in teaching
- > Valid NSW Working with Children Check
- > Current Senior First Aid and CPR
- > Registration with NSW Educational Standards Authority (NESA)

Desirable:

- > Experience in teaching relevant to subject specialisation

Work Experience and skills

Desirable:

- > Ability to demonstrate active participation in school wide initiatives
- > Active involvement and experience in community activities, preferably in Christian Ministries (such as camps, university, ministry, schools, youth groups, church)

Personal Qualities / behavioural traits

Essential:

- > Excellent organisational skills
- > Efficient administrative skills
- > High level communication
- > skills
- > High level interpersonal skills

Desirable:

- > Strong Christian morals and ethics
- > Attention to detail
- > Experience in effectively managing difficult conversations

- > **All applications must be made on our standard application form** (please see instructions below).
- > Applications not made on our standard form will not be considered.
- > **Applications close 4pm on Friday 1 February 2019.**
- > No agencies please.

[Click here to complete an application form](#)

