



JOB DESCRIPTION

Job Title:	Middle School Coordinator (Teaching position with annual Position of Responsibility appointment attached)
Job Type:	Full-time
Salary Classification:	NT Christian Schools CT1 – CT9 scale
2018 Salary Range:	\$71,197 - \$101,168 (plus allowance of \$4884 reviewed annually) Dependant on qualifications and experience Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Araluen Christian College
Responsible to:	Principal
Date Advertised:	September 2018

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the statement What We Believe. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations

The organisation's vision is to be a Christian community learning together to live life as God intended, offering hope for the world. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Parameters for this Position

The central responsibility of this role is to teach students as assigned and in addition, to support the principal in the effective operation of Araluen Christian College in a leadership role.

You will be a fulltime teacher; part of a teaching team delivering quality Christian educational programmes and assisting the principal to meet the needs of students, staff and the school community.

Selection criteria

The following criteria should be addressed in our application:

- A committed Christian actively involved in your local church.
- Have appropriate tertiary qualifications in your teaching area.
- Have knowledge and understanding of the Australian Curriculum.
- Demonstrate or be willing to develop, the ability to prepare teaching programs that have a biblical perspective and deliver significant educational outcomes for students.
- Demonstrate the capacity to develop programs that differentiate learning opportunities for students.
- Display a high level of competence in teaching practices and classroom management skills.
- Demonstrate excellent communication and operational skills.
- Be pastorally committed to the task of caring for and nurturing students.
- Demonstrate the capacity to be an active team member and work collaboratively.

Areas of responsibility (Middle School Coordinator)

The Middle School Coordinator is specifically required to:

CLASSROOM TEACHING

- display a high level of competence in teaching practices and classroom management skills;
- have a high knowledge and understanding of the Australian Curriculum;
- demonstrate the ability to prepare teaching programs that have a biblical perspective and deliver significant educational outcomes for students;
- demonstrate the capacity to develop programs that differentiate learning opportunities for students;
- demonstrate excellent communication skills;
- be pastorally committed to the task of caring for and nurturing students;
- demonstrate the capacity to be an active team member and work collaboratively.

TEACHING SUPPORT

- mentor new and existing Middle School staff;
- be pastorally committed to the task of caring for and nurturing staff;
- encourage staff to create differentiated learning opportunities for students;
- collaborate with all staff to ensure that Araluen Christian College operates across its various sections as an integrated Christian educational community;
- assist with proof reading reports;
- co-ordinate PAT testing and Naplan across Middle School;
- demonstrate excellent communication skills;
- demonstrate the capacity to be an active team member and work collaboratively;
- facilitate section meetings as required;
- oversee the high quality, biblical direction and implementation of curriculum;
- oversee effective student assessment and reporting;
- ensure all teachers are programming according to curriculum requirements.

STUDENTS

- be pastorally committed to the task of caring for and nurturing students;
- manage student progress and ensure provision of care for students;
- organise the academic programme on a term by term basis;
- ensure the maintenance of academic and pastoral care student records to a high level.

PROFESSIONAL DEVELOPMENT

- assist the principal to implement and improve the staff induction procedures;
- work with the principal to ensure implementation of the staff appraisal process;
- encourage staff to strive for the objectives they have set in their appraisal;
- participate and assist in planning professional development.

PARENTS

- facilitate and encourage parent involvement in the operation of the College;
- liaise with parents and ensure they are involved in, and up to date with their children's education.

STRATEGIC PLANNING

- assist as a panel member in employment interviews as required;
- assist as a panel member for student enrolment interviews as required;

FINANCIAL MANAGEMENT

- adhere to financial constraints as dictated by the budget;
- manage in cooperation with other team members, section budgets.

COMMUNICATION

- communicate with all staff, students and parents in ways that promote openness and harmony in the college community;
- participate actively in regular meetings with the principal and other leaders;
- liaise, as necessary, with the wider community regarding general college activities.

GENERAL

- oversee the organisation of schedules and procedures as needed;
- in consultation with other leaders, develop and implement the college calendar;
- perform any other duties as directed, from time to time, by the principal.

Areas of Responsibility (Middle School Teacher)

It is a requirement of teaching in the Northern Territory that teachers meet the Australian Professional Standards for Teachers (APST) (*Link can be found at the end of this document*). The teacher's responsibility is to use their professional understanding and experience to create a 'learning space for the students in their care within policies and procedures of the college'. The teacher designs and implements aspects of the 'learning space' to ensure it is relevant to the needs and abilities of those students and will give them a reasonable opportunity to attain the goals and develop the skills outlined in the college curriculum.

Further responsibilities include but are not limited to the following:

STUDENTS

- To teach out of a respect and love for the students.
- To create and maintain a positive learning environment in the classroom.
- To develop appropriate classroom procedures, programs and activities which reflect a Christian worldview.
- To be prepared for all lessons.
- To be familiar with and implement strength based teaching techniques.
- To perform yard duties or other duties as part of their duty-of-care responsibilities.
- To keep records relating to students, lesson plans and incidents in an approved manner and place.
- To manage behaviour of students when under your supervision.

PARENTS

- In the context of the College, to assist parents in their task of nurturing and raising their children.
- To communicate with parents to exchange relevant information and develop cooperative strategies.
- To be available at a mutually convenient time when a parent requests a meeting with a teacher. The teacher may ask a colleague, specialist or senior staff member to assist them at the meeting.

PLANNING

- To prepare a program of the lessons they intend to teach at the beginning of each term.
- To follow the college Scope and Sequence as a basis for development of programs. Variations to the Scope and Sequence require the approval of the principal or their delegate.
- Meet the approved planning requirements of the College including its form, filing and schedule.

ASSESSMENT AND REPORTING

- To keep on-going accurate assessment of, for and as learning records of each student in the class.
- To write student reports twice a year which comply with the college guidelines. These reports and copies of any specialist reports or other official information relating to the student should be kept on their file located in the office.

COLLEAGUES

- To communicate with and support other teachers.
- To attend staff and faculty meetings.

RESOURCES

- To maintain, or assist in maintaining, the classroom and equipment.
- To ensure that adequate resources and materials are available for the planned teaching task.

LIFESTYLE

- To model an appropriate Christian lifestyle in and out of school.

PROFESSIONAL INVOLVEMENT/RESPONSIBILITY

- To display a standard of personal presentation in accordance with the staff handbook.
- To be at school for their committed hours of employment, and be punctual for lessons, duties, and meetings.
- To be at school outside normal school hours for; interviews, extra meetings, parent-teacher conferences, excursions and performances.
- To be available, within reasonable limits and depending upon the circumstances, for relief teaching when other teachers are absent.
- To join an interview committee, take part in curriculum writing, undertake specified professional development, represent the school officially and other administrative duties as required by the college.
- To plan lessons, they will be missing whenever possible and if possible liaise with the Emergency Relief Teacher taking their classes. Leave is negotiated with the principal and *Variation to Routine* forms must be completed.
- To attend weekly staff and faculty meetings.
- To follow the procedures and policies of the school.

PROFESSIONAL LEARNING/CHRISTIAN EDUCATION

- It is a requirement for full-time and part-time staff to complete the Certificate in Christian Education and for teaching staff Certificate in Christian Education (Teach) (provided through the National Institute for Christian Education) which is offered as part of NT Christian Schools 'Over the Top' annual conference in July or during the Induction program for new staff in January each year.
- To attend the midyear Over the Top conference as well as whole college professional development and curriculum days as scheduled throughout the year.
- To regularly take part in professional development. The scope and frequency of activities will be negotiated with the principal.
- To ask for assistance when needed.
- Participate in regular appraisals/reviews of their teaching.

OTHER

- To undertake other duties and responsibilities as directed by the Principal.

Please click the link to the [Australian Professional Standards for Teachers \(APST\)](https://www.aitsl.edu.au/teach/standards)
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