



# ENGLISH~HISTORY TEACHER

## JOB DESCRIPTION

### Context

Macquarie College is an integrated Pre-School to Year 12 Adventist coeducational campus. It is renowned for its high academic standing, its cultural and sporting pursuits and disciplined learning environment. The high priority given to Christian values and student welfare and the open and natural setting of the College makes it a highly desirable centre of education and learning.

In keeping with the unique character of the College, classroom teachers, both part-time and full-time, are expected to have regard for the Adventist faith, practice and culture. It is desirable that the appointee would be a practicing Christian and have an understanding of the philosophy and practice of Christian education.

**Position:** Full time

### Responsible to:

1. Department Coordinator
2. Head of Senior School
3. College Principal
4. Seventh day Adventist Schools (NNSW) Ltd

**Terms of Employment:** In accordance with the Teachers School Staff Enterprise Agreement (2015-2017), Seventh-day Adventist Schools (NNSW) Ltd.  
(NB New EA for 2018 - 2020 pending)

### Employment Conditions:

Employment at the college is subject to, and inclusive of, the following conditions:

- A successful 'Working With Children Check' prior to commencing employment
- A three month probationary period
- An annual review with the reporting supervisor
- Adherence to the Staff Code of Conduct
- Adherence to the College Professional Dress Code
- Other conditions as determined by the terms of the Teachers' School Staff Enterprise Agreement and applicable College policies.

## KEY RESPONSIBILITIES

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### Teaching Load

- Ability to teach: Year 7-10 English, Year 8 - 10 History
- Desirable – ability to teach Year 11 & 12 English and/or History
- Staff meetings and parent meetings as required
- In-service and professional development programs as required
- Supervision duties as allocated
- Extra-curricular responsibilities as negotiated with the Head of Senior School
- Approximately 46 periods per fortnight/cycle excluding chapel

### Classroom Practice

- Work continually toward providing a teaching-learning environment that will foster the development of the whole person.
- Prepare and show evidence of adequate preparation ensuring the provision of suitable instruction to students.
- Manage student behaviour in accordance with the management procedures of the school.
- Assist in developing and maintaining a strong, positive school tone.
- Conduct regular student assessments; maintain student records and complete student reports as scheduled.
- Be informed of new developments in syllabi, instructional practice and Department of Education expectations.
- Conduct practical classes with students that comply with all Workplace Health and Safety Regulations.

## ESSENTIAL CRITERIA

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- Relevant qualifications
- Knowledge of NESA syllabuses and experience in teaching English and History
- Ability to contribute value to the educational strategic plan for the school
- Evidence of positive relationships with parents, staff and the community
- Positive communication and interpersonal relationship skills
- Commitment to working collegially with administration, staff, students and the community
- Ability to use assessment and data to improve student learning
- Demonstrated commitment to quality teaching and learning
- Effective and efficient organisational and management skills
- Consider the welfare of students as a matter of high priority.

## DESIRABLE CRITERIA

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- Experience working with students and parents/carers
- Commitment to support the vision and mission for the school
- An understanding of quality teaching and learning strategies and current changes in education.

## **ADDITIONAL REQUIREMENTS**

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### **Relationships to Administration**

- Staff are expected to assist the Principal and other administrators in the operation of the College, particularly in matters relating to academic organisation and planning.

### **Relationships to Colleagues**

- Staff are expected to maintain a professional and collegial relationship with colleagues

### **Relationships to Students**

- Consider the welfare of the students as a matter of high priority.
- Hold in professional confidence the ideas, needs, weaknesses and failures of students.
- Maintain a professional relationship with all students that is characterised with trust, respect and understanding.
- Be familiar with the responsibilities of teachers in reporting suspected cases of abuse of students directly to the Principal and in accordance with State regulations.

### **Relationships to the Community**

- Periodically report to parents/guardians on the progress of students.
- Send to parents prior written notice of all activities involving parent support and/or participation.

### **Workplace, Health and Safety Responsibilities**

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Write Risk Assessments for all for all practical lessons
- Co-operate with the school management in its fulfillment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practicable to their supervisor.
- Not place others at risk by any act or omission.
- Not willfully or recklessly interfere with safety equipment.

## **APPLICATION PROCESS**

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### **Applications close: 4 pm, 22 September 2017**

- Written applications may be forwarded to The Principal, Macquarie College, PO Box 517, Wallsend, NSW, 2287. Written applications must be marked confidential and quote the position title;
- Online applications may be emailed to [employment@mc.nsw.edu.au](mailto:employment@mc.nsw.edu.au);
- Provide a Letter of Interest, CV with details of all qualifications and experience, a statement addressing Essential and Desirable Criteria, and the contact details of three referees.

For further information about the position, contact the College on (02 4954 6222).

For further information about the College visit our website ~ [www.macquariecollege.nsw.edu.au](http://www.macquariecollege.nsw.edu.au).