

## Position description

Position:	<b>Secondary Teacher - HSIE</b>
Work area:	<b>Teaching (Secondary: Year 7 - 12)</b>
Classification:	<b>Teaching</b>
Employment type:	<b>Full time</b>
Commencement date:	<b>23 January 2023</b>
Applications Close:	<b>25 November 2022</b>

### OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with an expected enrolment of approximately 680 students for 2023.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

### REPORTS TO

The Principal, the Deputy Principal, Head of Secondary, Head of Teaching & Learning (Secondary) and such other senior staff who are given responsibility for the operation of the School or part thereof.

### APPRAISAL

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities.

### SALARY AND CONDITIONS

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021.

### HOURS OF WORK

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with weekly scheduled after school meetings going to 5.00pm and evening meetings or information sessions as required. There are 60 (fifty minute) periods per fortnight including Assembly. A full time teacher teaches 23 periods per week and attends Assemblies. They have 6 periods per week for preparation. A full time teacher will do a set number of duties per week and may be asked to take an "extra" for an absent staff member.

Attendance at Parent Teacher Evenings and special School functions such as Presentation Evening is expected for all teaching staff.

## KEY AREAS OF RESPONSIBILITY

### Duties:

- Take responsibility for the pastoral care and behaviour management of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
- Become proficient in the use of SEQTA (learning management system) re student learning, attendance, assessment, reporting and communication with students and families.
- Monitor student progress in relation to ability, through the setting and marking of student work requirements.
- Develop and implement appropriate teaching strategies to facilitate student learning
- Report regularly on student progress to parents and senior staff including attending Parent/Teacher Interviews.
- Participate, as required, in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care
- Attend and participate in staff meetings and events at a faculty and whole school level.

## KEY SELECTION CRITERIA

- The candidate should support the Christian ethos of the School.
- Demonstrated skill level in the nominated teaching area.
- Demonstrated knowledge of the NSW syllabus documents, including the ability to respond to student learning needs.
- Demonstrated experience in implementing high impact teaching strategies to improve student learning growth.
- Demonstrated experience in monitoring and assessing student learning. Experience in using data to inform teaching practice and providing feedback on student learning growth and achievement to students and parents.
- Demonstrated interpersonal and communication skills. Demonstrated experience in establishing and maintaining collaborative relationships with students, parents, colleagues and the broader school community to support student learning, wellbeing and engagement.
- Demonstrated experience in reflecting upon practice and engaging in professional learning to continually improve the quality of teaching.
- Demonstrated involvement in the sports and/or cultural programs of the School.

## CHILD PROTECTION ISSUES

The School recognises its legal and moral obligations with respect to the protection of children. The following procedures are in place for all staff.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the NSW Office of the Children's Guardian.
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
  - a) Completing and returning the working with children checks
  - b) A satisfactory outcome being obtained by the School

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

## REGISTRATION

Teachers who have not taught in NSW in recent years are classified as new scheme teachers and must apply for registration through the NSW Institute of Teachers. Those registered with other states can transfer their registration.

## APPLICATION DETAILS

Your written application **must include**: a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

*It would be helpful if applicants made reference to where they saw this position advertised.*

If selected for an interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential  
To the Principal  
Moama Anglican Grammar  
PO Box 786  
MOAMA NSW 2731

Or by email to:

[recruitment@moamagrammar.nsw.edu.au](mailto:recruitment@moamagrammar.nsw.edu.au)

With the heading: **Confidential to the Principal**

Kathleen Kemp  
**Acting Principal**

November 2022

*This Position Description is a guide only and is not intended to be an exhaustive list of duties.*