

Position description

Position:	Teacher
Work area:	Secondary School
Classification:	Full-time Teaching position
Employment type:	Ongoing

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) and provides a holistic and balanced learning program which caters for the academic, cultural, emotional, sporting, performing arts, 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 relevant Head of Faculty and the Deputy Principal – Head of Secondary School, who has been delegated responsibility by the Principal for the operation of the Secondary School or part thereof.

PROFESSIONAL LEARNING

All members of staff will take part in the School's Professional Learning program which has as its core aim assisting staff to grow and develop their skills and abilities to deliver evidence-based approaches student learning.

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 (Teachers) Cooperative Multi-Enterprise Agreement 2025.

HOURS OF WORK

Teachers are expected to be onsite from 8:30am and available until 5:00pm for scheduled after school meetings Monday to Thursday. There are 60 (fifty minute) periods per fortnightly cycle. A full-time secondary teacher teaches 46 periods per fortnight, attends assemblies and has pastoral care responsibilities. Teachers are required to do a set number of duties per fortnight and may also be required to take an "extra" for an absent staff member.

Attendance at relevant school functions outside of normal working hours is an expectation for all teaching staff (e.g. School Open Days, Parent/Teacher/Student Learning Conversations, and Parent Information evenings) as is participation in the school's Co-curricular programs.

KEY RESPONSIBILITIES

Duties:

- Commit to maintaining a Child Safe Environment and follow the NSW Child Safe Standards and the National Principles for Child Safe Organisations as outlined in the Moama Anglican Grammar Child Safe Policy.
- Commit to becoming knowledgeable and skilled with the requirements of teaching NESA curriculum and content relevant to classes being taught.
- Take responsibility for the pastoral care and behaviour management of students in your care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.

- Become proficient in the use of SEQTA (the schools Learning Management System) re student learning, attendance, formative and summative assessment, Continuous Reporting, Semesterised Reporting, and communication with students and families.
- Monitor student learning progress through differentiated delivery and 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/Student Learning Conversations.
- Participate, as required, in the development of school policies and procedures concerning such matters as curriculum, co-curricular activities, behavioural management and pastoral care.
- Attend and actively participate in Staff Meetings, Staff Briefings, Professional Learning Communities (PLC) workshops, and key school events at both a faculty and whole school level.

KEY SELECTION CRITERIA

- The candidate should support the Christian ethos of the School and live and model Moama Anglican Grammar's core values of compassion, respect and integrity every day, in every experience.
- 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 continuously improve teaching quality and student learning outcomes.
- Demonstrated commitment to the schools Co-curricular Programs.

CHILD SAFETY

The following expectations are in place for all staff.

- Be familiar with and comply with the School's Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

The School recognises its legal and moral obligations with respect to the protection of children and has instituted procedures in relation to staff who are in direct contact with students.

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 previously taught in NSW must apply for registration through NSW Education Standards Authority (NESA). Those registered with other states can transfer their registration to NSW.

Scott Downward
Principal

May 2025

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