Matthew Flinders Anglican College has grown from an original enrolment of 161 students in 1990 to become one of Queensland’s larger schools with approximately 1300 students. The College provides a Prep through to Year 12 education and runs an Early Learning Centre for children from 3 years.

Our Mission is to create educational experiences dedicated to fostering learning for life. The College promotes Christian principles in all endeavours, pursuing academic excellence and striving for decency, with an open spirit of enquiry and respect for truth. The College provides a nurturing environment in which individuals are valued for their specific gifts, and where all students are encouraged to release their potential, with a view to being active contributors to the College and the wider community.

Our Vision is to give each student an inspiring education by providing opportunities for excellence in a compassionate environment.

The College has many facilities, an extensive sporting and co-curricular program and is very strong in technology education. The College has an excellent academic record with over 80 percent of its graduates proceeding to tertiary study. The College has a cultural exchange program and receives students from many overseas schools for short-term, high intensity visits. The College also enrolls individual overseas students through various exchange mechanisms.

Matthew Flinders Anglican College is the Sunshine Coast’s most highly profiled independent school with a reputation for excellence and innovation.

With an emphasis on Christian principles, Matthew Flinders Anglican College strives to uphold and promote Our Values of honesty and courage, trust and openness, support and encouragement, unselfish service and a sense of community, commitment and determination, discipline, responsibility and respect for self and others.

The most important things in life are your health and your relationships; our values are based on this belief.

PRIMARY OBJECTIVES:
• To develop students’ potential academically, pastorally, culturally and socially.
• To interpret the syllabus and translate this into an effective curriculum that aligns with statutory regulations.
• To prepare students for life beyond school.

REPORTING RELATIONSHIPS:
Staff reporting directly to the Secondary Teacher include:
• Teacher Assistant (where applicable)
KNOWLEDGE AND SKILL REQUIREMENTS:
1. Demonstrated excellence in your teaching area.
2. Work cooperatively with teachers, parents and other members of the Flinders community.
3. Provide quality pastoral care to students.
4. Demonstrated professionalism and discretion in dealing with strictly confidential matters.
5. Willingness and ability to make a contribution to the co-curricular life of the College.
6. Support, and be sympathetic to, the philosophy and aims of an Anglican Independent School.
7. Be registered to teach in Queensland schools.

FUNCTIONAL AREAS:
To competently perform in this position, the person should possess the knowledge, skills and experience based upon the following six Functional Areas (FA):

FA 1 SERVICE

_Demonstrated service ethos that is consistent with the values and mission of the College._

- Aspires to provide the highest quality service to all members of the College community, both internal and external.
- Positively promotes the College both internally and externally.
- Maintains confidentiality on all issues relating to the College students, staff and other members of the broader community.
- Treats everyone with respect and equality, whilst being responsive to their needs.

FA 2 TECHNICAL SKILLS & APPLICATION

_Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures._

1. **Learning Environment:**
   - Creates a learning environment which stimulates interest in learning, promotes excellence and which accepts and acknowledges the needs of students to be both challenged and given support.
   - Actively engages students in the planning and learning process, perceiving that learning is an active and a collaborative venture, both between the teacher and student and amongst the students themselves.
   - Uses a variety of teaching strategies to meet the objectives of the curriculum, recognising that students learn in a variety of ways - through independent study, directed learning and group involvement.
   - Recognises that in each classroom, students of mixed ability and from various backgrounds must be catered for.
   - Enables students to make good use of the resources available in the College and the Community.
   - Shares explicitly with students the expectations of the code of conduct which enables all students to work productively and to receive a fair share of teacher attention in return.

2. **Curriculum:**
   - Develops a course which is in harmony with the College curriculum and plans a consistent and coherent learning program which will foster a purposeful progression in learning.
Secondary Teacher

- Considers the students’ own experience to be a fundamental and especially valuable resource.
- Where appropriate gives an outline of the curriculum to all students so that they have a greater sense of direction and will more readily perceive that they are progressing through the course.
- Where possible, and applicable, provides the course to students giving them the opportunity to make choices and decisions and to set and evaluate their own goals.

3. **Assessment and Evaluation:**
   - Uses a range of assessment and evaluation techniques regularly and fairly.
   - Encourages students to reflect seriously on their work and the processes used.
   - Where appropriate, encourages students to set their own goals and evaluate their own outcomes.
   - Provides and explains criteria for assessment to students in advance, so that they can understand the relevance of the grade and comments, and use the information constructively in future work.
   - Identifies learner needs, conferring with appropriate staff in the College, and liaising with parents if necessary.
   - Keeps adequate records of student progress.
   - Communicates with parents in written reports and parent/teacher interviews.
   - Reflects student learning in reports, recognising strengths and weaknesses and suggesting possible courses of action.

4. **Co-curricular**
   - Contribute to the Co-curricular life of the College.
   - Where applicable, administers the College’s Pastoral Care Program and provides individualised care as needs arise.
   - Participates in the College Outdoor Education Program as mutually agreed.

**FA 3 PERSONAL & PROFESSIONAL DEVELOPMENT**

*Demonstrated experience and understanding of the need for continuation of both personal and professional development.*

- Keeps abreast of knowledge and curriculum development as well as current developments in educational thinking and evaluates own performance to identify strengths and areas where professional growth can occur.
- Continually develops both personally and professionally to meet the changing needs of the College, its community and the education sector.
- Attends all mandatory training sessions provided by the College and is actively involved in other training and development as required.
- Maintains a knowledge of new literature both fiction and non-fiction to ensure current, relevant material is provided to the school community.
- Contributes to the professional development of other staff members.
- Actively participating in the Performance Development and Review process as required by the College.
FA 4 TEAMWORK & COMMUNICATION

Demonstrated ability to work effectively in a team, being an active member of the College community in a way that is consistent with the vision, mission and values of the College.

- Embraces the vision of the College
- Demonstrates a willingness to work positively within a team to achieve team goals
- Demonstrates and practices effective verbal, non-verbal and written communication
- Treats all individuals with respect and dignity at all times
- Performs other duties as directed
- Establishes effective and cooperative working relationships with all staff and works positively toward achieving team goals and the provision of excellence in education/service delivery.
- Communicates with students in a clear and professional way in order to optimise every student’s development and treats all individuals with respect and dignity.
- Assumes pastoral care responsibilities for students under their care both as a house teacher and classroom teacher.
- Works and communicates with parents in a professional manner through parent nights, interviews, meetings and provides guidance to other teachers re: dealings with parents.

FA 5 CONTINUOUS IMPROVEMENT & RISK MANAGEMENT

Demonstrated commitment to ensuring the highest quality services are delivered through continuous improvement activities and appropriate risk management.

- Supports the College values, mission, policies, aims and objectives in order to facilitate the smooth functioning and high quality of education within the College
- Supports College rules in dealings with students at all times
- Manages risk appropriately, completes risk assessments when required and has specific regard for safety in relation to particular subjects and activities
- Participates in and contributes to workplace health and safety activities to ensure a safe work environment for staff, students and the College community
- Complies with relevant work, health and safety legislation

FA 6 ADMINISTRATION & DOCUMENTATION

Through the use of organisational processes ensure that administration and documentation requirements are initiated and completed in a professional and timely manner.

- Ensures all documentation is accurate and completed in a professional and timely manner
- Attends staff meetings including College, sub-school staff meetings and Faculty meetings as appropriate

Given the dynamic environment in which the College operates, the Principal reserves the right to alter roles and responsibilities of this position to most effectively suit the leadership and management requirements at any point in time.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: ____________________________________________________________
Signature: _________________________________________________________
Date: _____________________________________________________________

4

Secondary Teacher