

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Teacher (Secondary)</b>
Department	Secondary
Reporting To	Head of Faculty
Date Reviewed	25 June 2026
Industrial Award or Agreement	Independent Schools (Teachers) Cooperative Multi Enterprise Agreement 2025

### Overview of the College

Bishop Druitt College (BDC) sets high standards across all aspects of daily College life. These expectations are expressed through the *Bishop Druitt Way*, a philosophy that nurtures the character of each student, strengthens community, and prepares young people to become capable and responsible global citizens or World Prepared. The College seeks to provide an environment where students are challenged to pursue excellence in learning, relationships, and personal growth founded on our Anglican tradition.

We are a Kindergarten to Year 12 college on the North Coast of New South Wales established through the vision and commitment of the local community, the College was founded to provide access to a high-quality education for families who desire the highest standards of learning, behaviour, and character development for their children. As an Anglican school, the College is guided by a strong Christian ethos that is lived through a philosophy of generosity of spirit, service, inclusiveness, and mutual respect.

Staff are expected to model empathy and cultivate courageous, innovative pedagogy in their teaching with students and colleagues. While grounded in the Anglican tradition, the College welcomes families from all backgrounds (come as you are) and belief systems who are supportive of and respectful toward the College's Christian foundation.

Character development is central to the educational experience at Bishop Druitt College. Graduate attributes are fostered through a range of programs including rites of passage, wellbeing initiatives, Designing for Deep Learning (DDL), sport, outdoor education, and opportunities beyond the classroom. Through these experiences, students are encouraged to develop resilience, integrity, empathy, compassion, and a commitment to lifelong learning. Staff at Bishop Druitt College play a vital role in connecting and shaping both the academic and personal development of students with their families. Our inspiring professionals support students in becoming deep learners who persevere, think critically, and act with integrity, while also guiding them toward meaningful academic and career pathways.

Teaching staff are embedded into our house system that promotes the ideals of each house patron into the wellbeing and pastoral programs. The Tutor Groups with their Tutor Teacher engage in a planned program to themes and rite of passage program. Staff attend the Outdoor Education Program with their Tutor Group and collaborate with Year Coordinators and Heads of House to actively promote connection, inclusivity, house spirit and support pastoral care initiatives.

### Purpose of role

This role is responsible for meeting the pastoral and academic needs of students within their care and reports directly to the relevant Head of Faculty. The role will also support the

Principal and Head of Secondary in providing outstanding education for all students.

### **Key Responsibilities**

- Plan, program and deliver high quality teaching and learning activities founded on explicit learning goals for students and how they learn. Codesign and support faculty initiatives that showcase student learning and parent/carer engagement.
- Engage students through regular forms of inquiry learning. This includes problem/project/flip pedagogy, designed to meet students' diverse needs and promote learning connected to the real world.
- Select and use relevant innovative teaching strategies to develop creative and critical thinking, problem solving and collaborative learning within an ICT rich learning environment.
- Develop course or subject delivery through the College Learning Management System such as Schoolbox and meeting faculty requirements for each course.
- Delivery of relevant curriculum and adherence to syllabus and legislative or system requirements for their subject area.
- Maintain a safe and secure educational environment by integrating appropriate standards of behaviour in line with the Secondary Behaviour Management Plan, documenting e.g. use of Schoolbox Wellbeing or Maestro platforms.
- Develop, select and use formative assessment strategies for feedback linked to their learning goals to inform ways to improve learning.
- Use a variety of contemporary assessment strategies for feedback and to report in line with Secondary School expectations.
- Support and implement key strategic initiatives as required such as Design for Deeper Learning, digital badging, character development, academy programs and homework clubs or support.
- Undertake playground supervision duties in line with teaching load
- Provide high levels of pastoral care including the tutor program and opportunities for regular involvement and feedback for parents and carers.
- Participate in regular staff, wellbeing, faculty and college meetings in line with teaching load.
- Attend parent/teacher/student meetings as required.
- Attend field trips and the outdoor education program as determined by the Head of Secondary and Head of Faculty.
- Actively support the co-curricular program of the College (e.g. coaching, tutoring or mentor student groups each year).
- Engage in professional learning as identified through the college strategic plan or college needs such as behaviour management, CPR/emergency care and HSC marking, as deemed necessary by the Head of Secondary.
- Participate in the College's professional development program.
- Maintain and meet the requirements of NESA Teacher Accreditation.

In addition to the duties described, it is expected the role will assist the Head of Faculty and the Head of Secondary in other duties as required from time to time.

### Objectives of this role

- Contribute to a safe working environment, including maintaining our Child Safe environment.
- Foster commitment to develop the whole person for our students and their own professional learning as part of the BDC Way.
- Support the development, review and embedding of innovative pedagogy that provides flexible and diverse learning opportunities.
- Ensure effective learning and teaching programs that meet NESA and system requirements that are founded on inquiry/problem/project based experiences that are relevant to students' real world and are progressively self directed and increasingly personalised.
- Participate willingly in the running of the extensive co-curricular and chapel programme of the College.

### Performance criteria

Qualifications	<ul style="list-style-type: none"><li>● Evidence of teacher education studies at a recognised Australian university or tertiary institution or equivalent.</li><li>● Ability to be accredited to teach in NSW by the NSW Education Standards Authority (NESA).</li><li>● Current First Aid or CPR.</li></ul>
Knowledge and skills	<ul style="list-style-type: none"><li>● Ability to develop and support agile learning spaces.</li><li>● Ability to provide regular feedback and information to a variety of key stakeholders including parents, carers, Wellbeing Team, Heads of Faculty, Director of Learning and Teaching in a timely manner.</li><li>● Strong technological literacy with ICT applications in an education context (including but not limited to TASS, Google Classroom, Google Drive, Google Apps, LMS eg Schoology, Microsoft Office, email and internet).</li></ul>
Experience	<ul style="list-style-type: none"><li>● Experience teaching at NSW Higher School Certificate level (or equivalent).</li><li>● Demonstrated innovative and contemporary learning and teaching abilities.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>● Willingness to be actively involved in a K to 12 approach.</li><li>● Willingness to be actively involved in collaborative learning and teaching.</li><li>● Ability to maintain professionalism at all times.</li><li>● Demonstrated commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team.</li></ul>
Other requirements	<ul style="list-style-type: none"><li>● Willingness to attend appropriate professional development programs.</li><li>● Supportive of the ethos of Independent Anglican education.</li></ul>
Pre-employment checks	<ul style="list-style-type: none"><li>● Current NSW Working with Children's Check.</li></ul>