

POSITION DESCRIPTION

Position Title	Teacher (Secondary)
Department	Secondary
Reporting To	Head of Faculty
Date Reviewed	12 June 2025
Industrial Award or Agreement	Independent Schools (Teachers) Cooperative Multi Enterprise Agreement 2025

About us

Our purpose is to transform the lives of every student every day, with the aim of Bishop DrUITT College to be the foremost K to 12 College on the North Coast of New South Wales. It is the product of the vision of a community – to build a College with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop DrUITT College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The College is a community College in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the College's Christian foundation.

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.
- 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.
- 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 enforcing appropriate standards of behaviour in line with the Secondary Behaviour Management Plan.
- 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.
- 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 excursions and camps as determined by the Head of Secondary.
- Support the co-curricular program of the College (e.g. coaching, tutoring or mentor student groups)
- 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 NESAs 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

1. Contribute to a safe working environment, including maintaining our Child Safe environment.
2. Foster commitment to develop the whole person for our students and their own professional learning as part of the BDC Way.
3. Support the development, review and embedding of innovative pedagogy that provides flexible and diverse learning opportunities.
4. Ensure effective learning and teaching programs that meet NESAs 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.
5. 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"> ● Evidence of teacher education studies at a recognised Australian university or tertiary institution or equivalent. ● Ability to be accredited to teach in NSW by the NSW Education Standards Authority (NESAs). ● Current First Aid or CPR.
Knowledge and skills	<ul style="list-style-type: none"> ● Ability to develop and support agile learning spaces. ● 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. ● Strong technological literacy with ICT applications in an education context (including but not limited to TASS, Google Classroom, Google Drive, Google Apps, LMS eg Schoolbox, Microsoft Office, email and internet).
Experience	<ul style="list-style-type: none"> ● Experience teaching at NSW Higher School Certificate level (or equivalent). ● Demonstrated innovative and contemporary learning and teaching abilities.

Personal qualities	<ul style="list-style-type: none"> ● Willingness to be actively involved in a K to 12 approach. ● Willingness to be actively involved in collaborative learning and teaching. ● Ability to maintain professionalism at all times. ● Demonstrated commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team.
Other requirements	<ul style="list-style-type: none"> ● Willingness to attend appropriate professional development programs. ● Supportive of the ethos of Independent Anglican education.
Pre-employment checks	<ul style="list-style-type: none"> ● Current NSW Working with Children's Check.