POSITION DESCRIPTION

Position Title	**Teacher (Online Distance Education, Horizon Online)**
Department	Secondary
Location	Remote / Online
Reporting To	Head of Online School (Horizon Online Distance Education)
Date Reviewed	28 October 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 the role

The Teacher (Horizon Online Distance Education) is responsible for delivering high-quality, engaging, and effective online education to allocated students across diverse geographical locations. This role requires a dynamic and innovative educator skilled in utilising digital platforms to foster a rich learning environment that supports the academic and social development of students in a virtual setting. This role aligns the teaching and learning strategies with BDC's face-to-face campus(es), incorporating principles from DDL and supports the Principal and Head of Online School in providing outstanding education for all students.

Key Responsibilities:

Curriculum Delivery:

- Deliver online lessons in accordance with the school's curriculum, state educational standards, and the principles of Designing for Deep Learning 6Cs.

- Adapt teaching methods and materials to ensure a cohesive educational experience across online and face-to-face settings.
- Utilize digital tools and multimedia content to enhance lesson delivery and student engagement.

Collaboration and Integration:
- Collaborate closely with face-to-face staff during compulsory meetings to ensure a unified approach to curriculum and assessment design.
- Design and implement curriculum and assessments in conjunction with main campus staff, ensuring consistency and continuity across educational platforms.
- Share resources and strategies with other online and face-to-face teachers to improve teaching practices and student outcomes.

Student Engagement and Support:
- Foster an inclusive and supportive online classroom environment that encourages participation and engagement from all students.
- Provide regular feedback and support to students, addressing individual needs and facilitating learning progress.
- Monitor student attendance and engagement, implementing strategies to encourage consistent participation.

Assessment and Reporting:
- Develop and administer formative and summative assessments to evaluate student learning and progress.
- Provide timely and constructive feedback on assignments and assessments.
- Maintain accurate records of student performance and progress, reporting to parents and school administrators as required.

Professional Collaboration:
- Participate in virtual staff meetings and professional development sessions to stay informed of the latest educational technologies and pedagogical approaches.
- Work closely with the Head of School (Horizon Online Distance Education) and Digital Learning & Experience Designer to ensure alignment with curriculum goals and standards.

Student Wellbeing & Pastoral Care Program:
- All teachers are involved in roll and tutor/pastoral care and Online Clubs program at BDC Horizon Online. These are in lieu of face-to-face pastoral care expectations (morning roll call and post-recess tutor for all face-to-face teachers) and also playground duties (5 per fortnight for face-to-face campus full-time 1.0FTE staff, pro rata for part-time)
- Involvement in camps and experience days at our Coffs Harbour main campus and outdoor education facilities.

Technology Integration:
- Effectively use the school's Learning Management System (LMS) and other online tools to deliver content, assess student work, and communicate with students and parents.
- Stay up-to-date with emerging technologies and digital teaching tools that could enhance the online learning experience.
- Utilise Zoom for video conferencing and Zoom Whiteboards.
- Google for Education Drive use and Google Apps for Education (Docs, Sheets, Slides, etc.).
- Troubleshoot basic technology issues related to online learning platforms and assist students and parents in resolving these issues.

Parent and Community Engagement:

- Communicate regularly with parents to keep them informed about their child's progress and upcoming learning activities.
- Be involved in virtual parent-teacher conferences and events.
- Foster relationships with the wider educational community to enhance learning opportunities for students.

In addition to the duties described, it is expected the role will assist the Principal, Head of Online School or their delegate in other duties as required and appropriate for remote working, from time to time. This role description is not exhaustive and the Head of School/Principal may, at their discretion, vary these responsibilities as required to meet the administrative and educational requirements of our College.

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.

Performance criteria

Qualifications	● Bachelor's degree in Education or a related field. ● Additional certification in online teaching and learning is highly desirable. ● Ability to be accredited to teach in NSW by the NSW Education Standards Authority (NESA). ● Current First Aid or CPR.
Knowledge and skills	● Strong digital literacy and competence in navigating online learning environments (including but not limited to TASS, Google Classroom, Google Drive, Google Apps, LMS eg Schoolbox, Microsoft Office, AI, Google Gemini). ● Excellent communication and interpersonal skills, capable of engaging students and building relationships in a virtual setting. ● Strong organizational skills and the ability to manage multiple tasks efficiently. ● Ability to provide regular feedback and information to a variety of key stakeholders including parents, carers, Wellbeing Team, Head of School / Faculty, Director of Learning and Teaching in a timely manner.
Experience	● Experience teaching at NSW Higher School Certificate level (or equivalent). ● Proven experience as a teacher, with experience in online or blended learning environments preferred. ● Familiarity with digital educational tools and platforms. ● Experience in delivering a differentiated curriculum and meeting the individual learning needs of students.
Personal qualities	● Willingness to be actively involved in a K to 12 approach. ● Willingness to be actively involved in a collaborative learning and teaching environment.

	● 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 college. ● Engaging with a drive to motivate students in an online environment. ● A passion for online education and a commitment to providing high-quality learning experiences. ● Adaptability and flexibility, with the ability to thrive in a dynamic and changing educational landscape. ● A proactive approach to problem-solving and a willingness to adopt new technologies and teaching methods. ● Strong commitment to professional growth and continuous learning in the field of online education.
Other requirements	● Willingness to attend appropriate professional development programs. ● Supportive of the ethos of Independent Anglican education.
Pre-employment checks	● Current NSW Working with Children's Check.