

## Position Description

### Teacher

#### College Overview

Mueller College is a ministry of [Mueller Community Church](#). The College was established in 1990 as a Christian, coeducational day school. Mueller caters for students from a range of backgrounds, with an enrolment of approximately 1800 students from Prep-Year 12.

*The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment.*

One of the strengths of Mueller College is the committed and dedicated Christian staff. All staff are committed to both professional and spiritual development, which is part of the weekly schedule for all.

<b>Position</b>	Teacher
<b>Type of Employment</b>	As per contract
<b>Position Reports to</b>	Head of College, through the Deputy Head of College
<b>Agreement/Award</b>	Mueller Community Church: Mueller College Limited Employee Collective Agreement 2022-2024
<b>Position Reviewed</b>	September 2023
<b>Inherent Requirements</b>	<p>As a pastoral worker of Mueller Community Church (MCC), all staff of Mueller College, regardless of role, are required to conduct themselves, in the course of employment, consistently with the Christian doctrines, tenets, beliefs and teachings of the College.</p> <p>As a Christian community, staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions, growth groups, prayer sessions and Mueller College church services.</p> <p>It is expected that Christian qualities be lived out and exhibited daily, thus providing a specifically Christian role model and example to all the families associated with the College.</p> <p>It is a genuine occupational requirement of Mueller College that staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of MCC/Mueller College.</p>

<p><b>General Description of the Position</b></p>	<p>A Teacher is primarily responsible for providing pastoral care and quality instruction to students in order to realise the aims of the College as stated in the <a href="#">Mission Statement, Goals and Objectives</a>.</p>
<p><b>Specific Duties and Responsibilities</b></p>	<p><b>Care of Students</b></p> <ul style="list-style-type: none"> <li>• Exercise pastoral responsibility for students.</li> <li>• Be responsive to student needs in a professional manner.</li> <li>• Effectively organise classes and manage student behaviour.</li> <li>• Maintain quality care and discipline of students, in classes and in general across the life of the College.</li> <li>• Supervise students in the playground and at school activities.</li> <li>• Contribute to the health and welfare of students including the delivery of first aid as needed.</li> <li>• Exercise duty of care for students, including by maintaining accurate records of student attendance as required.</li> <li>• Perform teaching services for students consistently with child safety best practice and with College child protection policies.</li> </ul> <p><b>Teacher Professional Knowledge and Practice</b></p> <ul style="list-style-type: none"> <li>• Know, plan, program and teach the College curriculum at the appropriate standards for allocated classes in accordance with the Mueller College Christian Education Framework and the Teaching &amp; Learning Framework.</li> <li>• Plan meaningful and engaging lessons.</li> <li>• Maintain a high standard of student work in the classroom.</li> <li>• Plan, implement and evaluate modified programs for students with special needs.</li> <li>• Use current pedagogy to deliver the curriculum.</li> <li>• Maintain timely and accurate student records.</li> <li>• Monitor student performance using both summative and formative methods of assessment.</li> <li>• Communicate with parents regarding student progress through correspondence, regular reports and interviews.</li> <li>• Assist in preparing the learning environment, including materials and supplies needed for lessons.</li> </ul> <p><b>Teacher Professional Engagement</b></p> <ul style="list-style-type: none"> <li>• Actively implement College policies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate and cooperate with all staff and act under the direction of the Head of College (or delegated staff member).</li> <li>• Interact effectively and respectfully with students, colleagues, parents and the community.</li> <li>• Participate in extra-curricular activities as required.</li> <li>• Attend specified staff meetings and training programs.</li> <li>• Maintain professional attitudes and respect confidentiality of private information pertaining to colleagues and students.</li> <li>• Attend to professional development and personal reflection.</li> <li>• Participate in prayer time, devotions and growth groups as arranged for staff.</li> </ul> <p><b><i>Workplace Health and Safety Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Ensure, as far as reasonably practicable, that work, study classroom and playground areas under supervision are safe for occupants and users.</li> <li>• Maintain knowledge of, and compliance with, College WHS policies and procedures.</li> <li>• Comply with safe work practices, ensuring reasonable care for the health and safety of self and other staff, students and visitors in the performance of work duties.</li> <li>• Actively participate in relevant professional development, training and induction sessions pertaining to WHS.</li> <li>• Immediately report all hazards, potential hazards, incidents, and accidents, and maintain records, in accordance with College WHS policies and procedures.</li> <li>• Cooperate with any reasonable request or instruction of the College in relation to health and safety of self and others.</li> </ul>
<p><b>Person Specification</b></p>	<ul style="list-style-type: none"> <li>• Personal commitment to Christian faith and belief in the Bible, consistent with the <a href="#">Mueller College Statement of Faith</a>.</li> <li>• Be in regular fellowship and good standing with a local Christian church.</li> <li>• Commitment to Christian education as expressed in the Mueller College Mission Statement, Goals and Objectives.</li> <li>• Outstanding interpersonal, verbal, and written communication skills.</li> <li>• Works cooperatively and collaboratively as a team member.</li> <li>• Displays initiative and creativity.</li> <li>• Exceptional organisation and time management skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Shows enthusiasm for teaching and motivated to learn.</li> <li>• Possesses a strong work ethic and willingness to serve.</li> <li>• Acts as a role model for students through genuine care for, and rapport with, them as image bearers and learners.</li> </ul>
<b>Essential Qualifications and/or Experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in education relevant to the subjects/ year levels taught.</li> <li>• Registration as a qualified educator with the Queensland College of Teachers (QCT).</li> <li>• Current first aid certificate.</li> </ul>

<b>Child Protection</b>	<p>Mueller College is committed to the safety and wellbeing of its students. All employees, contractors, volunteers and people undertaking work experience or vocational placements at Mueller College must abide by the <a href="#">College's Child Protection Policy</a>.</p> <p>Teaching staff are subject to the conditions of teacher registration with the <a href="#">Queensland College of Teachers</a>.</p> <p>As a registered teacher with duty of care for the direct supervision of children in a school setting (classroom, College grounds and sanctioned off-site school activities), you have an especial responsibility to promote and protect the safety and welfare of all students by, in particular:</p> <ul style="list-style-type: none"> <li>• establishing and maintaining appropriate professional boundaries with students, and</li> <li>• understanding and applying the key principles in the Code of Ethics for Teachers in Queensland: Integrity, Dignity, Responsibility, Respect, Justice, and Care.</li> </ul>
<b>Position Review</b>	<p>All employees recognise and accept that multi-skilling is an essential component of employment and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.</p> <p>Given the dynamic environment in which the College operates, the Executive Director (or delegate) may reasonably alter the roles and responsibilities of this position at his discretion to serve the needs of the College most effectively.</p> <p>This Position Description is subject to periodic review.</p>