



Moreton Bay Boys' College

Life adventurers. Life achievers.

Teacher

Duties and Responsibilities

General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School consists of Years Prep to 6 with the Secondary School Years 7 – 12. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QCAA pathways with the majority of boys obtaining an OP.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy's critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys' College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its core values of Care, Character, Engagement and Team work at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. Appointment

- 1.1 Teachers are appointed by the Executive Principal in consultation with the Head of College. The appointee is responsible to the Head of College through the Head of Sub School.
- 1.2 The position will attract a salary and teaching load as determined through discussion on appointment. Every staff member is expected to undergo a process of regular appraisal.
- 1.3 Teachers are required to provide quality education in support of the ethos of the College, by managing classes and students effectively; ensuring cognisance of the syllabus and work program expectations; promoting learning as something to be enjoyed and maximised for each student throughout every lesson; fulfilling the "teacher's role" in and out of class; maintaining good order and discipline; and providing a caring environment.

2. Curriculum

- 2.1 Teach the allocated timetables of classes in the Primary or Secondary Schools.
- 2.2 Be innovative where appropriate and make best use of the College's resources in teaching.
- 2.3 Accept that there exist individual differences in ability, personality, need and learning styles in students, and always attempt to cater for these differences.
- 2.4 Give students regular feedback (oral and written) on academic performance and behaviour.
- 2.5 Keep abreast of changes in content, methodology, techniques for evaluation and measurement in pertinent teaching areas, subjects or discipline/s.
- 2.6 Attend professional development programs to enhance teaching skills and knowledge.
- 2.7 Follow College policy in relation to academic matters, including the work programs, assignments and testing, and IBO and QCAA requirements.
- 2.8 Undertake tasks assigned by the Head of sub-school and PYP or MYP Coordinators including course trialling and development, assessment preparation, resource development, organisation of subject days, competitions etc.
- 2.9 Provide reports to parents at meetings, interviews and in writing as required.
- 2.10 Supervise other classes as required.

3. Organisation

- 3.1 Be a good role model for students in personal expectations, dress, demeanour and support of the Christian values and ethos of the College.
- 3.2 Be aware of requirements under Workplace Health & Safety and always endeavour to see that these are followed.
- 3.3 Know and implement emergency and accident procedures.
- 3.4 Accept responsibility for the pastoral needs of students inside and outside the classroom. This includes students not actually in timetabled classes.

- 3.5 Actively support the College Behaviour Management Policy and insist on acceptable standards of behaviour, including dress, in students.
- 3.6 Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- 3.7 Be punctual to classes, form class, house meetings, assemblies, chapel services, playground duties and other areas of supervision.
- 3.8 Deal with irresponsible or improper behaviour in the first instance or report same. Recurring problems should be reported to the Head of Sub School or Assistant Head of sub-school pastoral.
- 3.9 Report student's academic problems to the Head of Sub School or Assistant Head of sub-school Academic.
- 3.10 Report continuing or significant behavioural problems and academic problems to the parents at the earliest opportunity.
- 3.11 Report disciplinary issues and failure to complete homework to parents as and when it occurs, through the Student Diary.
- 3.12 Note and report absent students.

4. *Pastoral Care*

- 4.1 Take an active role in the pastoral care of all students.
- 4.2 Fulfil the role of Form Teacher as required.
- 4.3 Insist on just actions and encourage consideration, kindness and integrity in interpersonal relationships.
- 4.4 Encourage students to use the pastoral care and personal development opportunities provided.
- 4.5 Report promptly student needs in the appropriate way.
- 4.6 Ensure that the College environment remains clean and pleasant.
- 4.7 Participate in the Co-curricular life of the College including House activities, worship, Open Days and other identified functions.

5. *Admissions*

- 5.1 Support the College's Admissions program by publicly and privately supporting the College to past, present and future families.
- 5.2 Support the Admissions program wherever possible by attending specific events. i.e. public shows etc.

6. *Other*

- 6.1 Carry out other duties as required by the Head of College.

Employment Collection Notice for Moreton Bay Boys' College

In applying for this position you will be providing Moreton Bay Boys' College with personal information. We can be contacted at PO Box 80, Wynnum Qld 4178; mail@mbbc.qld.edu.au; phone (07) 3906 9444.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. *We may also collect personal information about you in accordance with these laws.*

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.*

*If applicable.

REQUIREMENTS

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 1995*.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Head of Primary) of a misdemeanour so that sanctions may be invoked where required. However, within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.