Position Description

Christian Studies Teacher

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

- Temporary opportunity
- 0.4 FTE working Tuesdays and Thursdays and one Wednesday per fortnight

We are seeking an enthusiastic Christian Studies teacher for a temporary role in a supportive, collegial department that partners closely with College staff to support students. You will be passionate about personalising learning to each girl's faith journey, and an engaging, effective classroom teacher whose knowledge, skills and commitment to educating young women inspire students to engage deeply with the subject.

You will build positive relationships, foster collaboration and open inquiry, and proactively support the College's Christian mission and values.

A formal education (teaching) qualification is not required for this role. We welcome applications from candidates with strong Christian Studies subject knowledge and a genuine passion for working with young people.

Broad objective

The teacher supports the Principal to help maintain the school as a community of learning and innovation where every girl is known and valued, students engage in enriching learning experiences that challenge and empower them to pursue and attain their personal best.

Working as a member of a Department the teacher is responsible for the academic development and pastoral care of students in their classes and/or Pastoral Care Group. As such they are a role model personally and professionally.

Key relationships

- Director of Teaching and Learning
- Head of Department
- Students and Parents

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Christian Studies Teacher

Reports to

Head of Department

Key responsibilities

Key responsibilities

- Learning
- Wellbeing
- Administration
- Life of the College

Supports the Principal in the continuing development of the school as a centre of learning and innovation:

- Creates a climate in the classroom where academic rigour is valued.
- Values class time and manages students and preparation so that students learn effectively.
- Prepares thoroughly for lessons.
- Provides informative, timely feedback.
- Ensures the College's assessment and reporting procedures are followed.
- Differentiates the curriculum and program according to the identified needs of the students in his/her class.
- Collaboratively develops teaching and learning programs according to the relevant syllabus and school (Junior/Senior).
- Integrates a broad range of ICT strategies into teaching and learning.
- Collaborates with Head of Department, members of the Department, and other teachers, in the development of programs.
- Keeps informed about matters relating to curriculum development.
- Is available for, and participates in, Parent/Teacher Interviews.
- Actively participates in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students, and shares this learning.
- Maintains Teacher Accreditation hours and records according to NESA and College requirements.
- Actively participates in Department (Faculty or Junior School) and Year Level meetings and/or other committees.
- Informs the Head of Department and Year Adviser of significant academic and/or pastoral matters.
- Responds to parent enquiries in a professional, timely and efficient manner.

Supports the Principal in developing a community that values the individual, and that promotes authentic professional relationships and compassion for others, so that each girl will flourish:

- Nurtures, supports and guides a Pastoral Care Group or Junior School class.
- On time attendance of all lessons, Pastoral Care sessions, assemblies and Chapel.
- Creates a climate of warmth that develops a cohesive group.
- Participates in Pastoral Care and Wellbeing programs with Pastoral Care Group/Junior School class, year group and through College wide initiatives, including camps.
- Ensures that students follow school rules, and take care of school and personal property.

Christian Studies Teacher

- Is aware of the students' total involvement in the school and accurately reports co-curricular involvement on reports.
- Inform Year Adviser/Head of Department/Head of Student Wellbeing/Head of Junior School of significant pastoral care matters.

Supports the Principal to ensure effective administration:

- Completes all requirements in relation to the marking of student work, assessment tasks and examinations and provide feedback in an effective, professional and timely manner.
- Completes all academic and wellbeing reporting requirements in an accurate, caring, timely and efficient manner.
- Ensures that roll marking procedures for attendance are fulfilled according to College policy.
- Supports the administrative needs of the Head of Department (Including HOJS), Year Adviser and Principal (or delegates) as required when preparing for programs and events outside the normal routine.
- Monitors the absentee rates of individual students and responds in line with College policy.
- Maintains accurate records in relation to student issues and ensures the security and confidentiality of information.

Supports the Principal in developing and maintaining the professional culture, a safe work environment and upholding the College community:

- Actively supports the Christian identity and purpose of the College.
- Upholds the values and expectations as described in the Staff Code of Conduct.
- Treats colleagues, students and parents with dignity, respect and the utmost professionalism.
- Supports colleagues in their ongoing professional learning journey by sharing resources and expertise.
- Commits to personal and professional growth through active participation in the College Professional Growth strategy.
- Participates in co-curricular activities and attends College functions as required.
- Assists in monitoring a safe and secure school environment for self, staff and students.
- Contributes to the development of policy, procedures and processes and provides recommendations to the Heads of School, Heads of Department, Year Advisers, Junior School executive for improvement.

Additional requirements:

- A thorough understanding of progressive assessment strategies and evidenced based support.
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students.
- Model the highest standards of professional skill and collaborative teaching practice.
- Proven ability to use technology in the classroom in a way that enhances the learning outcomes of their students.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Christian Studies Teacher

Child Safety

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.
- Uphold the highest standard of child safety culture and awareness .

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- All teaching staff are expected to contribute to the Pastoral Care program.
- All teaching staff are expected to contribute to the co-curricular program of the College.
- Contribute and coordinate department contributions to College publications.
- Attendance at co-curricular after hours and weekend events (sport, promotional, inter-school).
- Represent Principal at events, on committees or presentations if required.
- Actively keep up to date with, oversee and address all appropriate Risk & Compliance related activities, including WHS, HR Policies & Procedures, Student Duty of Care and Child Protection.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Appropriate education and subject matter qualifications.
- Skilled in analysing student assessment data and using it to improve teaching & learning.
- A strong work ethic, displaying determination, self-motivation and curiosity
- Flexibility with a high degree of motivation for the role
- Demonstrates a personal commitment to learning
- Outstanding communication and interpersonal skills to build relationships
- An educational expert and exemplary role model, holding high expectations of self and others.
- Demonstrated commitment to implementing a differentiated curriculum
- Willingness to integrate technology into all Key Learning Areas
- Actively supportive of the Christian mission and values of the College

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Christian Studies Teacher

Essential characteristics

- Exceptional interpersonal & communication skills
- Customer focused and results driven
- Collegial and collaborative
- Conflict resolution skills
- Emotional resilience
- Initiative
- Innovative
- Adaptable and able to work well under pressure
- Organised
- Approachable

Roseville College is a member of The Anglican Schools Corporation (ASC).

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