



MARANATHA CHRISTIAN SCHOOL

POSITION DESCRIPTION – CLASS PRIMARY TEACHER

TITLE: CLASS PRIMARY TEACHER

APPOINTED BY: Principal/CEO

RESPONSIBLE TO: Director of Junior Schools

MAIN OBJECTIVES:

The teacher is expected to teach from a Christian perspective as outlined in

- (a) the aims of the school.
- (b) the school's educational creed.

The teacher will be a role model on which students are able to pattern their lives as they prepare for a life of Christian service in faithful obedience to their Lord and King.

The teacher will be a professional colleague who will be part of a team of teachers striving to achieve the aims and objectives of the school.

DETAILS OF FUNCTIONS

Four areas of responsibility may be defined:

1. Management:

- Attending staff meetings as required
- Recording student performance accurately and carefully
- Keeping an accurate record of student attendance as required
- Ordering and organising materials as required for teaching and within approved budget limitations
- Assisting with budget preparations
- Reporting on student performances as required
- Ensuring that there are no delays in the operation of the school due to targets not being met
- Planning of special school programmes e.g. excursions, camps, sports, educational visits

2. Students:

- Diligent instruction of students as befits the high calling to which the Lord calls the teacher
- Exercising sound discipline in line with school policy
- Exercising due care of the students' total well being whilst under the teacher's care
- Reporting accurately and responsibly on students' progress
- Giving each student the individual attention to which the student is entitled
- Identifying and providing for students with special needs; academic, physical and spiritual
- Liaising with parents of students so that there is close cooperation between home and school
- Teaching for familiarity with school policies and rules
- Enforcing school uniform policies
- Treating all students with respect due to those created in the image of God

3. Staff:

Position Description for position of: Primary Teacher

Date Reviewed: June 2016

- The teacher is a professional colleague
- The teacher will function as a member of God's community in the school by:
 - honouring other staff before students
 - sharing in the responsibilities and duties of staff
 - co-operating with other staff with the aim of implementing school aims and objectives
 - caring for the total well-being of others
 - accepting the authority of those whom the Lord has placed in that position

4. Curriculum:

- Preparing adequately for teaching on a short-term as well as long-term basis
- Assisting in developing a distinctively Christ-centred curriculum for the school
- Setting homework as per the timetable
- Participating in extra-curricular/co-curricular activities
- Developing expertise and knowledge of both subject matter and delivery techniques resulting in more effective teaching and improved curriculum resources

STANDARDS OF PERFORMANCE:

In so far as the teacher is able to influence it the high:

- level of morale of staff and students
- quality of total care of students
- standard of student discipline
- standard of student compliance with the school's uniform code

In so far as the teacher is able to influence it, the smooth operation of the school:

- The quality of classroom control
- Records of student performance
- Evidence of sound lesson preparation
- Evidence of long-term planning
- Evidence of participation in extra and co-curricula activities
- The quality of teacher/pupil, teacher/teacher and teacher/parent relationships
- Evidence of active membership of the Association for Christian Education
- Evidence of professional development

AUTHORITY:

- Disciplining students within school policy guidelines
- Liaising with parents of students
- Making recommendations regarding:
 - Students
 - Curriculum development
 - School policy
- Order and disburse materials within budgetary guidelines

ACCOUNTABILITY:

- Direct: through both written and oral means to Sectional Coordinator, Subject/Faculty Coordinator, Head of Campus, Principal
- Indirect: in writing, via the Principal, to the Board of Directors

Teaching Facilities, Resources and managing Budgets

All Teachers

- Purchase materials for use in teaching programs in accordance with School purchasing procedures and within established annual budgets
- Teachers with responsibility for a specialist area of teaching and/or a teaching space and equipment (eg. PE; Music; Wood, Metal, or Food Technology; or Textiles)
- Develop plans and make recommendations for the improvement of teaching facilities and classrooms and for the acquisition of plant or equipment such as sporting equipment, musical instruments, machinery or technology to support the effective teaching of the specialist teaching area of responsibility
- Co-ordinate the purchase, acquisition, installation and commissioning of plant and equipment. This may be managed personally, with the assistance of other school employees or by external suppliers or contractors as part of the purchase arrangements
- Plan and manage the regular maintenance or servicing of equipment used within the area(s) of specialist teaching and any required calibration or safety reports
- Through ongoing Professional Development in the area(s) of specialist teaching, maintain awareness of current trends, regulations and practices for controlling risks to health and safety. In collaboration with other staff, lead the establishment and implementation of appropriate systems and practices

Scope of the Position

Number of People Managed or Supervised: Nil
 Annual Budget Expenditure Responsibility: As per budget

Work-related Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents		✓		
Teaching Staff	✓			
Administration Staff		✓		
Building /Grounds Staff				✓
Principal / Section Heads	✓			
Business Manager				✓
Board Members				
External Suppliers				✓
Compliance Bodies				
Other				

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health & Safety of themselves and any person who may be affected by their acts or omissions at work
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety
- Inform the Principal, Business Manager, Head of Campus and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Campus or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices
- Administer first aid and refer students on for more serious first aid or medical treatment if required
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety

policies, including the *code of conduct*, *child protection policy*, *statement of commitment*, and *mandatory reporting policy*. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.

PERSON SPECIFICATION

Education and Experience

- Appropriate tertiary qualifications
- Registration with the Victorian Institute of Teaching is a condition for continuing employment.

Skills

- Teach all subjects from a biblical perspective
- Display high teaching and organisational skills
- Demonstrate knowledge of students and their individual learning needs and styles
- Develop a good rapport with students in the classroom environment that is safe, challenging and conducive to learning
- Display a high level of pedagogy and knowledgeable of relevant curriculum areas
- Display competence in a range of teaching practices and resources to engage students effectively
- Demonstrate the ability to work independently and collaboratively as part of a team
- Fully engage in co-curricular activities

Personal Attributes

- Committed to the aims and ethos of Christ-centred education
- Appropriate qualification and demonstrated expertise in subject area
- Work creatively, passionately and actively engage students in the learning process
- Demonstrate excellent interpersonal communication skills
- Demonstrate classroom management that is consistent and proactive
- Demonstrate competence in the use of technology in the learning environment
- Collaborative team member
- Demonstrate effective planning, organisational abilities and time management skills