

Position description

PRIMARY TEACHER



REPORTING TO: Primary Principal, through the Head of Sub School

APPOINTMENT: Fixed Term/Parental Leave

CLASSIFICATION: PVCC Enterprise Agreement 2025

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of more than 950 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

At PVCC, we genuinely enjoy being a part of each student's learning journey as we watch them grow and develop. The Primary Teacher role is to create a positive learning environment that promotes the growth and development of the whole student. Classroom teachers are trusted professionals, responsible for the care, learning and wellbeing of children. In keeping with this trusted position, teachers at PVCC are required to conduct themselves at all times in a manner that gives the highest priority to the safety and wellbeing of the children in their care. As education professionals, classroom teachers are expected to maintain a standard of practice that is consistent with the AITSL Australian Professional Standards for Teachers.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the teaching team, and members of a Christian learning community, the Primary Teacher plays a pivotal role in instructing students in a manner that is consistent with the values of the College and Biblical principles.

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RESPONSIBILITIES

The Primary Teacher works closely with teaching staff across the College, especially within their Sub-School, to facilitate the development of high-quality education, faith based learning and student agency. The Primary Teacher will work with the teaching team to proactively promote a safe and healthy school. This will include:

- Modelling Christian values and promoting the College and Christian education
- Providing a child safe environment in accordance with the child safe standards and obligations
- Teaching at primary education level
- Integrating a Biblical perspective into their programming and teaching
- Maintaining high standards of professional communication with all stakeholders

Specific Duties

Typical duties of the Primary Teacher include (but are not limited to):

- Provide a child safe environment in accordance with the child safe standards and obligations
- Have the content knowledge and pedagogical practice to meet the diverse needs of all students
- Work collaboratively as a member of our teaching team
- Teach Primary Classes from Prep to Year 6 and/or specialist classes
- Potentially teach other subjects that the Primary Principal believes they are capable of teaching
- Integrate a Biblical perspective into their programming and teaching
- Engage professionally with colleagues, parents / carers and the community
- Maintain high standards of professional communication with all stakeholders
- Work with school leadership to develop a shared vision of highly effective teaching practice
- Monitor, evaluate and report student progress in accordance with the College's ongoing reporting framework
- Attend all staff meetings as required
- Have a demonstrated capacity to use student data to inform teaching approaches that enable student learning outcomes to be achieved
- Participation in Parent Teacher Interviews, staff meetings, open days, camps and excursions where required
- Maintain accurate and reliable records and pastoral concerns and actions in SEQTA
- Engage in wide ranging Professional Development to ensure professional growth and contemporary teaching knowledge is maintained
- Provide a learning environment which nurtures each student's spiritual, social, physical and academic development
- Organise classroom environments which ensure a positive learning atmosphere that is rich in resources and aesthetically motivating
- Fully support and participate in the co-curricular activities of the school
- Develop a disciplined, rich and rigorous curriculum that utilises varied teaching strategies and differentiation, that stimulates and nurtures a love of learning in students
- Help identify and provide for children with particular needs, through liaison with the relevant College staff, key stakeholders and external support agencies
- Nurture the spiritual and personal development of the students in your care by encouraging positive, caring relationships, a sense of wonder and gratitude for the world we live in, and through healthy discussion and prayer
- Be computer literate and committed to integrating the use of information technologies in the curriculum
- Professionally communicate with parents with regard to relevant activities, student learning, pastoral circumstances, particular issues for their child and to answer enquiries
- Participate in an annual Performance Review Program

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- Other related duties as required by the Primary Principal, or delegate, from time to time

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Primary Principal may, at their discretion, vary the responsibilities of the Primary Teacher as operational situations, consistent with this position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Teachers work closely within their assigned teams. They report to Primary Principal through the Head of Sub School. They ultimately report to the Executive Principal. The Primary Teacher has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College and on approved activities outside the College. The Primary Teacher, in consultation with their Head of Sub-School, may be responsible for making recommendations to the Executive Principal on matters relevant to the operation of the group in which they are working.

ESSENTIAL SKILLS AND COMPETENCIES – KEY SELECTION CRITERIA

Essential requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Bible-centred Christian growth devotions and prayer times
- Exemplary demonstrated life of Christian ethics and faith
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold an approved qualification or equivalent pursuant to the National Law and Regulations
- Hold a current VIT Registration
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

Specialist skills and knowledge

- Excellent teaching skills
- Experience in a similar role highly desirable, but not essential
- Demonstrated experience teaching Primary classes of all ages
- An ability to develop constructive relationships with students, which engender positive attitudes to learning
- Ongoing commitment to understanding pedagogical frameworks underpinning their discipline
- An ability to plan, reflect, work and manage time effectively with minimal supervision

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with students, staff, parents and professionals
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative

Child Safety Responsibilities

Commitment to Child Safety PVCC is committed to child safety and the wellbeing of all children and young people. All staff are required to uphold the school's Child Safety and Wellbeing Policy and Child Safety Code of Conduct, and must take all reasonable steps to promote the safety and wellbeing of children.

Key Responsibilities — Child Safety

- Model and champion child-safe behaviours at all times, consistent with the school's Child Safety Code of Conduct
- Maintain awareness of, and comply with, all child safety policies, procedures and legal obligations, including mandatory reporting obligations under the Children, Youth and Families Act 2005 (Vic)
- Report any concerns about the safety or wellbeing of a child to the Child Safety Officer / Principal without delay
- Complete mandatory child safety induction training prior to or upon commencement, and participate in ongoing child safety education and training
- Maintain a current Working with Children Check (WWC) clearance or VIT registration at all times during employment
- Contribute to the school's child-safe culture by identifying and reporting risks to child safety

Selection Criteria — Child Safety

- Demonstrated understanding of, and commitment to, child safety and the Child Safe Standards
- Knowledge of, or willingness to develop knowledge of, mandatory reporting obligations and child protection legislation in Victoria
- Ability to identify and respond appropriately to child safety risks and concerns
- Understanding of appropriate professional boundaries when working with children and young people

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

Position description

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The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2025.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

POSITION ACCEPTANCE

I accept the position description as stated above, and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

«CandidateSignature_tag»

Manager:

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