



## Position Description

# Primary Teacher Role

*The aim of St Columba Anglican School is to be the most outstanding regional school in New South Wales. It is the product of the vision of a community - to build a school with access to all who want their children to achieve the highest standards of education and behaviour.*

*St Columba Anglican School is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian foundation.*

### OVERALL PURPOSE OF THE POSITION

All teachers are responsible to the Principal for supporting the day-to-day running of the academic, cultural, sporting and social aspects of the school. The Primary School includes students in Kindergarten to Year 6. All teachers will actively assist in maintaining appropriate levels of student discipline and School tone in such a way that reinforces the high expectations of parents, Principal, Head of Primary and School Council.

### General Responsibilities

St Columba Anglican School appoints staff who are energetic, innovative and committed to the ethos of independent Christian education. Successful applicants will be outstanding educators with demonstrated success in teaching, excellent interpersonal skills and a commitment to pastoral care and curriculum development.

It is expected that applicants will possess the ability to create an exciting and challenging learning environment that differentiates for all student in their care. Staff are to be a visible presence at various School functions that take place throughout the year and contribute to the Co-curricular program.

### PRIMARY DUTIES & RESPONSIBILITIES

The position is one of responsibility and requires confidentiality; the appointee must be honest and reliable. The role may be required to supervise employees and volunteers in programme specific activities from time to time.

Staff at St Columba Anglican School are required to work with a cross section of other staff throughout the School, but report directly to Head of Primary School.

### SPECIFIC RESPONSIBILITIES

In consultation with the Head of Primary School teachers will:

#### Curriculum and Pedagogy

- have an excellent understanding of the requirements of the NSW Education Standards Authority documents from K-6.
- meet the needs of all students through the development of Individual Plans, student needs analysis and differentiated learning experiences.



- pursue excellence in teaching and learning through active involvement in curriculum planning, implementation, evaluation and review.
- keep up to date with educational research and elements of best practice which ensure excellence in teaching and positive interaction between students and staff, including collaboration between staff.
- maintain a high level of ICT skills and integration into classroom practices.
- develop and evaluate academic programmes in their KLA, undertake regular site inspections as allocated to ensure compliance with the requirements of NESAs and other relevant instrumentalities or legal obligations such as verified Working with Children Checks, *Workcover*, child protection procedures, the *Work Health and Safety Legislation 2012* and the *Dangerous Goods Act 1975*, and any subsequent amendments.

#### Administration

- maintain the effective day-to-day running of their classes through suitable preparation, marking and development of resources.
- ensure all administrative tasks related to the school are undertaken correctly and efficiently, in particular those related to adjustments, assessment and reporting, including bi-annual Parent/Teacher Interviews.
- regularly communicate with parents through the Student Diary, TASS Student Café, Class Dojo and other means as appropriate.
- cooperate with the Head of Primary School and other teachers in observing Primary School routines, rosters and programmes that may be required to maintain an effective education environment.
- deal with issues in a professional, mutually respectful and productive manner.
- contribute positively to Primary School staff meetings.
- encourage and participate in staff training and in-service courses as appropriate and report findings to the Head of Primary and staff following attendance at professional development courses.
- participate, where appropriate, in the co-curricular activities of the school including sport, clubs, eisteddfods, productions and both curriculum enrichment and outdoor education camps.
- arrange or assist in excursions to ensure appropriate levels of safety and relevance to teaching programmes are maintained including risk assessment of activities and venues.

#### Pastoral Care

- actively support and promote the Christian ethos of the school in a manner that is inclusive and sensitive to the life experiences of students, parents and staff.
- at all times promote the School's core values of hope, truth, faith and love.
- promote friendly and positive interaction with respect to student relationships both within and outside the classroom and between staff and parents.
- support the Head of Primary School in the implementation of the School discipline policy so that the school community clearly understands acceptable levels of behaviour.
- to provide a duty of care for all students.
- to maintain confidentiality in all matters concerning students and their families.
- assist the Head of Primary School by monitoring and assisting in the implementation of suitable standards of uniform and general discipline.



## **SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB**

### **Knowledge**

- Demonstrated knowledge, understanding and experience of teaching principles and practices.
- Demonstrated information technology knowledge and skills in teaching practices

### **Skills**

- Excellent organisational and time management skills
- Excellent attention to detail and well-developed analytical and problem solving skills
- Ability to work with little, or no supervision, and show initiative and enthusiasm
- Willingness to use and develop Deep Learning within teaching pedagogy.

### **Experience**

- Experience in role related essential
- Experience in student management is essential.

## **ESSENTIAL PERSONAL ATTRIBUTES**

- Conflict management skills
- Strong emotional resilience
- Exceptional personal standards of honesty, integrity and professionalism
- Team Player
- Excellent presentation skills
- Physical abilities and mental attributes to be able to undertake the Primary Duties and Responsibilities outlined within this role
- Intelligent, lateral thinker
- Self-assessing
- Innovative/creative personal style
- Strong service orientation with the ability to foster a strong service culture
- Strong leadership skills underpinned by a genuine interest in people
- Highly refined communication skills, both written and oral
- Strong motivation, influencing and team-building skills
- Strong people management and development skills and orientation
- Commitment to the principles and practices of a learning organisation

## **ACCOUNTABILITY**

### ***Child Safety***

St Columba Anglican School has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.



General Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by St Columba Anglican School's Staff Code of Conduct, Complaints and Performance Management procedures.

***Work Health and Safety***

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

**SPECIAL CONDITIONS**

- Must hold a valid employed Working With Children Check at commencement of employment
- Must be prepared to undertake a National Criminal Record Check prior to commencement of employment
- Probationary period of twelve (12 months) for staff new to the role
- Prepared to undertake any additional training to complement the position as required
- Must have proof of full COVID Vaccination as required by any Public Health Order.

**QUALIFICATIONS**

- Secondary: Higher School Certificate (or equivalent)
- Tertiary/TAFE or VET Tertiary qualifications:
- Professional registration/membership:
- Licences: Driver's Licence (Car) (not essential),

**ORGANISATION CHART RELATIVE TO POSITION**

The Manager's Manager: Principal

The Immediate Line Manager: Head of Primary School

This position: Primary Teacher

**ROLE CLASSIFICATION**

Salaries will follow current rates described in the *Independent Schools NSW (Hybrid Teachers) Multi Enterprise Agreement 2022* in accordance with the successful applicant's qualifications and experience.

**APPROVAL**

This position description accurately details the primary duties and responsibilities of a Primary Teacher

Approved by the Human Resources Director on the 14th October 2021.



**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

Name of Staff Member:

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Signature of Staff Member:

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Date:

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**St Columba**  
Anglican School

**Human Resources**