

POSITION DESCRIPTION

Position Title	Primary Years – Classroom Teacher
Reports to:	Head of Primary Years
Overview:	<p>The Primary Years Classroom teacher is responsible for planning and implementing the curriculum for students in the Primary Years (Prep to Year 6), and work in collaboration with other teachers and staff to create a comprehensive education program for students.</p> <p>The Primary Teachers works directly with the students in their care to promote learning and enhance student outcomes through:</p> <ul style="list-style-type: none"> • Direct teaching of students • Provision of coherent and planned curriculum including effective pedagogy, formative and summative assessment and reporting on student progress • Engagement of students in appropriate lessons and learning activities • Participation in other teaching related activities; • The College is committed to the process of restorative practices in interactions - with students, parents and staff and as such, the must be committed to its implementation and development • and the performance of additional duties allocated by the Head of Primary or Head of Springfield in accordance with Queensland Lutheran Schools Enterprise Agreement.
Duties and Responsibilities:	<p>The duties and responsibilities for this position are as follows:</p> <p>Key focus area: Professional Teaching and Learning</p> <p><u>Responsibilities</u></p> <p>Curriculum</p> <ul style="list-style-type: none"> • Know relevant curriculum and apply an inquiry framework in regards to planning for learning. • Prepare and share high quality and professional standard teaching resources with other teachers. • Follow College policy in relation to academic matters including assessment, work programs development and their implementation. • Develop a comprehensive and age-appropriate curriculum for primary students. <p>Pedagogy</p> <ul style="list-style-type: none"> • Identify individual learning needs and styles, and plan experiences that enable all students to achieve success.

- Prioritise the development of a positive relationship with all students in order to engage their enthusiasm, interest and passion.
- Know and understand a range of learning methodologies and technologies and their application.
- Contribute to the development of the College's virtual learning environment to assist student learning.
- Address students' varying intellectual, emotional and physical abilities in teaching practice.
- Keep abreast of changes in general and subject specific inquiry pedagogy.

Feedback

- Use varied assessment and reporting methods to regularly monitor learning progress (assessment for learning).
- Reflect on both summative and formative information and modify programs and practices in response to underlying trends.
- Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning.
- Ensure that information about students' previous experiences and achievements in their subject is used to plan curriculum and improve student learning across a year level or within a learning area.

Assessment

- Maintain accurate, consistent and comprehensive records of student progress and achievement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the college.
- Demonstrate a comprehensive knowledge of expectations of student performance and learning outcomes as indicated by State and National assessment measures and by interpreting and communicating them to colleagues.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.

Other

- All other duties, as requested, by the Head of Primary Years and/or the Head of College.

Key focus area: Pastoral Care of Students

Responsibilities

- Take responsibility for the pastoral needs of students when on playground duty and in class with students
- Attend and participate in the co-curricular life of the College through the sporting and cultural calendar.

Key focus area: Behaviour Management

Responsibilities

- Establish and maintain an orderly, co-operative, enjoyable and task oriented learning environment.
- Set and adhere to timelines for completion of work.
- Make all reasonable efforts to manage the behaviour of students effectively with the directions of St Peters policies and procedures.
- Negotiate and implement effective consequences and strategies to assist students who negatively impact on teaching and learning.
- Respond appropriately to student behaviour, with calmness and respect, identify factors contributing to behaviour and seek resolutions.
- Follow up matters related to behaviour and classroom learning where necessary, contacting parents and other staff if required

Key focus area: Developing and maintaining positive relationships

Responsibilities

- Work effectively and collegially as a member of a college team in a range of College activities.
- Exercise effective communication skills with students, colleagues, parents or guardians, and others. Establish positive and effective relationships with students, and encourage in them a positive and appropriate sense of self-worth.
- Participate in partnerships with colleagues to reflect critically and constructively upon and improve teaching and learning practice.
- Both maintain confidentiality in regard to sensitive or private information about students, families, colleagues and the college, and also communicate information appropriately when necessary in the interests and wellbeing of the St Peters community.

Key focus area: Effective and efficient administration

Responsibilities

- Complete administrative tasks accurately, according to necessary administrative deadlines, and maintain accurate records.
- Meet and teach students at designated locations and times, and model high standards of punctuality, dress, language and other standards and expectations in the college.
- Encourage in students an understanding of and support for the Christian practices and values of the college, teaching them as necessary.
- Attend professional development activities to improve teaching and pastoral care skills.

	<ul style="list-style-type: none"> • Develop and maintain effective professional partnerships with other staff. • Undertake supervision duties, including yard duty, diligently. • Attend staff meetings, parent teacher interviews and other co-curricular activities, including active involvement in the co-curricular program or negotiated equivalent. • Demonstrate familiarity with and provide advice on relevant employer policies and procedures. • Supervise additional classes as required. <p>Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos <ul style="list-style-type: none"> • Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required • Demonstrates four professional behaviors of trust, accountability, unconditional positive regard, open feedback and communication • Uphold Code of Conduct and Valuing Safe Communities standards • Demonstrated due diligence and duty of care by way of: <ul style="list-style-type: none"> • ensuring reasonable measures to protect their own health and safety and others • follow all reasonable Health and Safety policies, guidelines and directions • if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members. • Understand and uphold standards in policies and other reasonable directions as directed • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement; and • Actively and effectively participates in reasonable directions provided.
<p>Selection Criteria (inclusive of Knowledge & Skills required):</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 - Qualifications</p> <ul style="list-style-type: none"> ▪ Current Queensland Teacher Registration ▪ Graduate qualifications ▪ A minimum of five (5) years teaching experience ▪ International Baccalaureate experience is favourable

SC2 - Leadership Skills and Experience

- Strong organizational ability with critical analysis and problem-solving skills.
- Capacity to establish a collaborative and consultative team environment that values each member's own unique contribution.
- An ability to manage resources.

SC3 - Pedagogy

- Demonstrated ability as an exemplary classroom practitioner with proven record of success at primary levels.
- Knowledge and experience of delivery of inquiry lessons in Primary Years.

SC4 - Student Focus

- A high level of knowledge and understanding of children's development relevant to the specific age group.
- An awareness of different learning styles, students' special needs and the importance of the encouragement of independent learning.
- Knowledge of factors impacting on a student's wellbeing.

SC5 - Professionalism

- Willingness to contribute to the overall planning and development of the College in the teaching and learning program.
- Capacity and will to commit to the ethos, mission and vision of the College and to engage in co-curricular and extra-curricular responsibilities.

SC6 - Communication Skills

- Well-developed communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the College community.

SC7 - Personal Characteristics

- Enthusiasm, initiative and a keen interest in promoting the Primary Years to students, parents and the wider community.
- Ability to remain calm and make careful decisions under pressure.

SC8 - Spirituality

- An understanding of and respect for Christian values and demonstrable support for the College's Lutheran ethos.
- Commitment to the development of the College and its reputation, in the community, consistent with its mission, vision, ethos and Lutheran identity.

Committee Membership:	<ul style="list-style-type: none"> ➤ Weekly staff meeting ➤ Any other Meeting or Committee Meeting as directed by the Head of Primary Years, Head of Springfield
Professional Behaviours	All employees of St Peters are expected to model and act in accordance with the Professional Behaviours commonly associated with the Teaching Profession and adhere to Professional Boundaries at all times.
Child Protection	All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are expected to take reasonable measures to protect their own health and safety and that of others, as well as follow all Health and Safety policies, guidelines and directions.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet and take the responsibility to maintain currency with these.
Compliance Requirements	Current Queensland Teachers Registration
Terms and Conditions	<p>Enterprise Agreement Classification: Queensland Lutheran Schools Single Enterprise Agreement 2020</p> <p>Teacher Classification – Schedule 2</p> <p>Please note the College reserves the right to alter this position description based on strategic and operational needs.</p>
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au
Location:	<p>St Peters Lutheran College</p> <p>Wellness Way</p> <p>Springfield</p>

REVIEWED: October 2023

Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.