



Position Description

Title:	Teacher Primary School
Agreement:	The Queensland Anglican Schools Enterprise Agreement 2021
Classification:	Schedule 3 – Teacher Pay
Pay Point Level:	Step 1 – 9 (depending on relevant years of experience)
Reports to:	Head of Kewarra Beach Campus Primary School Head of White Rock Campus Primary School
Direct Reports:	NIL
Special Conditions:	<ul style="list-style-type: none">o Work outside 'span of hours' may be required, including some evening and week end work.o Cross campus travel is required (Kewarra Beach and White Rock).
Last Reviewed:	8 July 2022

POSITION DETAILS

Mission statement

Trinity Anglican School inspires young men and women to be the best they can be. With a focus on Christian values and educational excellence, we develop individuals who contribute to the global community.

Purpose of the position

Teachers are expected to provide a quality education for students in their care, by managing classes and students effectively, ensuring knowledge of the curriculum and work program expectations, promoting learning as a lifelong process and something to be enjoyed and maximised for each student. The teacher's role is to provide a safe, caring and Christian environment which fosters and supports the learning and personal development of each child. Teachers are expected to support the aims of the school, its policies and practices.

Learning at TAS is a partnership and shared responsibility between the school, the home and the child. A climate of mutual trust and respect is created through open, positive communication between staff, parents and students.

Qualifications, experience and licences

- o Bachelor of Education or appropriate tertiary/teaching qualification
- o National Register Screen (Anglican School's Commission)
- o Queensland College of Teachers (QCT) Registration
- o Certificate – Provide Emergency First Aid Response in an Education and Care Setting
- o Certificate – Provide Cardiopulmonary Resuscitation (CPR)

Skills and Attributes

- currency in knowledge, practice and professional engagement in relation to the Australian Professional Standards for Teachers (AITSL) and a commitment to continuous improvement,
- relevant knowledge and expertise in your teaching or specialist teaching areas,
- excellent classroom and time management skills,
- an ability to be innovative and integrate technology into teaching,
- a high level of interpersonal, communication and listening skills;
- an ability to problem solve and be proactive in the workplace,
- an ability to work as part of a team,
- excellent decision-making skills,
- an ability to use various computer applications, for example; TASS.web, Teacher Kiosk, WebBook and other relevant software,

Primary responsibilities

Including but not limited to:

- develop, plan, implement and evaluate age appropriate programmes including nature based learning programmes for the physical, social, emotional and cognitive needs of the students,
- implement “best practice” curriculum for Preparatory to Year 6,
- promote your teaching areas and encourage students to be lifelong learners,
- work with the Head of Primary School to provide curriculum plans by the date specified,
- arrange equipment, furniture and consumable materials for the students,
- maintain all school records; assess, record and report on student progress,
- record student movements in TASS.web, e.g. roll marking and behavioural notes,
- in consultation with the Head of Primary School, manage behavioural issues
- work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of the Primary School,
- attend staff, faculty and professional learning sessions as required,
- supervise all indoor and outdoor play areas to ensure safe practices,
- be an active contributor to the schools’ professional learning communities.

Pastoral

- encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships,
- provide a positive, mature example for students to emulate,
- accept responsibility for the pastoral needs of students at all times,
- take a proactive role in the spiritual development of students, this includes teaching Christian and Values Education (CAVE) if required,
- maintain confidentiality in respect to students and their parents,
- be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect,
- actively support the school’s Behaviour Management policy and insist on acceptable standards of behaviour, including dress code, in students.

Other

- provide constructive feedback and input in the development of policies and procedures, when required, and implement accordingly at all times,
- liaise with and support parents and actively encourage parent involvement,
- be punctual to classes, playground duties, assemblies, Chapel services, and staff meetings,
- be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of students),
- participate in staff development days, Outdoor Education Programs, Year Level Information Evenings, Student-led Conferences, Principal’s Welcome Evenings, Playground Duties, Excursions, Musical Productions,
- undertake additional duties requested by the Head of Primary School.



Commitment to Child Protection Risk Management Strategy

Tas protects our students and young people by providing a safe and supportive learning environment through:

- Recruiting professional staff based on merit and suitability who are screened to work with students and young people;
- Placing emphasis on genuine engagement with students and young people;
- Creating conditions that reduce the likelihood of harm to students and young people;
- Creating conditions that increases the likelihood of identifying harm to students and young people;
- Responding immediately to any concerns, disclosures, allegations or suspicions to students and young people;
- Creating or contributing to a Risk Management Strategy and conducting annual audits to ensure the safety of our students and young people;
- Conducting or contributing to risk assessments to ensure the safety of our students and young people;
- Managing behaviour through our code of conduct to ensure the safety of our students and young people;
- Addressing or elevating breaches of our Risk Management Strategy to ensure the safety of our students and young people;
- Creating, implementing, reviewing and continually improving our policies and procedures to ensure the safety of our students and young people; and
- Conducting or completing annual training sessions for all staff and training at on boarding for new staff to ensure the safety of our students and young people.

Work Environment

All employees;

- recognise and accept that multi skilling is an essential component of the school and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability,
- maintain safe and healthy work practices in line with Work Health and Safety legislation,
- comply with all school policies and procedures,
- display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork,
- maintain total confidentiality of all school documents, student, staff, and family personal information both during and after tenure of employment,
- attend school functions as required.

Trinity Anglican School Expectations

Staff are required to read, understand and comply with all school policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with Trinity Anglican School's Code of Conduct.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position in order to most effectively service the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements of this position, as detailed in this position description.