

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LIMITED. Reg. No.A5753

## **POSITION DESCRIPTION** **~ Classroom Teacher ~**

**Title:** Classroom Teacher

**Appointed By:** Executive Principal

**Responsible to:** The relevant Principal through the Head of School or Deputy Principal

### **Role in the School**

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), the Principal (Pakenham), the Principal (Leongatha) and the Principal (Traralgon) assist the Executive Principal in his/her role as part of the Executive Leadership Team (ELT), particularly in relation to the effective management of their relevant campus;
- The Head of School (Junior, Middle or Senior School) or Deputy Principal has specific responsibility for overseeing the regular/repetitive day-to-day activities of their school section;
- In conjunction with the relevant Head of School or Deputy Principal, the Classroom Teacher ensures that their classroom is well administered, curriculum delivered, and the classroom is smoothly operated within the guidelines and policies set by the Board and Executive Management;
- The Classroom Teacher both assists and answers directly to the relevant Head of School, Year Level Coordinator or Deputy Principal.

### **Main Qualities and Objectives**

The Classroom Teacher is required to be:

- Able to provide a Godly example to fellow staff and students through their teaching practice, manner, relationships and general lifestyle;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Purposes) and be able to effectively implement such teaching practices;
- Adhere to the 'Standards of Professional Practice' as required by the Victorian Institute of Teaching (VIT).
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.

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### **General Responsibilities**

The Classroom Teacher is required to:

### **Curriculum**

- Be responsible for the development of written program(s)/curriculum for assigned class(es).
- Be responsible for the devising and carrying out of daily activities to fulfil the aims and objectives set out in the school's Educational Policies and Mission Statement.
- Revise and update curriculum on an ongoing basis.
- Respond to emerging educational needs and priorities.
- Work with colleagues to plan and evaluate new ideas and teaching strategies that improve teaching and learning practices.

### **Communication**

- Actively initiate and engage in positive communication with students, parents, and staff.

### **School Policies**

- Be consistent with the stated policy of the school, exercise control and discipline within the classroom and assist in outdoor discipline, and the enforcement of the Uniform & Appearance Policy.

### **Trainee Teachers, Assistants, Aides, Voluntary Helpers**

- Supervise the activities and conduct of trainee teachers, teacher's aides or voluntary helpers within assigned class(es).

### **Neatness & Security**

- Maintain the neatness and security of assigned classroom(s)
- Keep classrooms and teacher offices rubbish free and tidy
- Windows, heaters, coolers, lights and electronic equipment are closed, turned off and locked before leaving the classroom.

### **Specific Areas of Responsibility**

The following are the key areas of responsibility for the Classroom Teacher and will form the basis of ongoing review.

#### **Demonstrate Positive and Appropriate Christian Lifestyle, Values and Attitudes**

- Live a committed Christian life, able to set an example for students.
- Avoid controversial doctrinal issues, and stress positive approach to teachings of scriptures.
- Uphold Christian truth and principles.
- Communicate Bible truth with vitality.
- Integrate constructive interpretation of Christian view in relation to curriculum areas.
- Set an example for students of recognition of responsibility, honesty, and love and respect for Australia and its relationship in the world.
- Show a respect for constituted authority.

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Display Personal Attributes appropriate to the calling of a Christian Teacher

- Dress and groom appropriately according to the school dress code.
- Set an example of cleanliness, neatness and good taste.
- Display a joyful, pleasant appearance and attitude.
- Contribute to a range of school activities as a member of the school team.
- Engage in critical self-reflection of professional practices to improve the quality of teaching and learning.
- Actively participate in professional development activities and programs.
- Work within the framework of the School Charter, Mission Statement, Policies and the Law.
- Progressively demonstrate improved classroom practice.
- Progressively take a role in leading and managing the work of other teachers.
- Daily attendance from 8.00am till 4.00pm including student free days. (Note: Weekly Staff meetings may run until 5.00pm. Staff may also be required to attend one further after school meeting within any given week.)
- Staff are expected to be involved in both staff and student devotions.
- Be available to attend Parent Teacher Interviews as per the School calendar dates.
- Attend one of two Chairo Open Days held during the year.
- Positively promote the School.
- Be involved in the Pathways Interview Program.
- Be involved in Professional Development.

Teaching & Learning content Requirements

- Knowledge of the Australian Curriculum areas being taught, including familiarity with the materials and program associated with those areas of the curriculum.
- Pedagogical knowledge of the Key Learning Areas.
- Understanding of the principles of teaching and learning, including characteristics of learners and strategies of classroom management and organisation.
- Knowledge of the educational context, particular initiatives, early intervention and student support programs, and the curriculum goals of the school.

Teaching Practice Requirements

- Use a range of teaching strategies and styles appropriate to year levels and topics taught.
- Plan and write yearly, term and daily work plans and programs ahead of time.
- Structure learning tasks to provide for individual learning needs and the diversity of students' backgrounds.
- Use effective classroom management strategies that encourage students to take responsibility for their learning.
- Develop relationships with students that encourage positive attitudes to learning.
- Respond effectively to the impact of students' varying physical and intellectual abilities on the learning process.
- Model effective organisation and use of time.
- Establish clear, challenging and achievable expectations for students.
- Provide pastoral care and welfare support for students.
- Have students' information, work programs, duty roster available for Casual Relief Teachers.

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### Assessment and Reporting of Student Learning Requirements

- Use assessment and reporting strategies in line with school policy, and that complement and support the learning process.
- Maintain accurate and comprehensive records of student progress and achievement.
- Provide feedback to the student on performance in a way that builds confidence, capability and encourages continued effort.
- Provide meaningful reports on student performance to the student and parents/guardians before the end of the semester.
- Use assessment data to improve student learning.

### Interaction with the School Community

- Recognise the important role the family lays in a child's learning, taking into account this important factor in appropriate ways.
- Communicate with parents/guardians, students and colleagues in a professional and constructive way.
- Work in partnership with students, families and colleagues to improve the learning environment of the school.
- Establish links with the broader community where this can improve learning outcomes for students.

### Students

- Support, encourage and nurture students.
- Participate in the life of the school through leading on camps, excursions, being involved in sporting or cultural activities, attending information nights and special events as required by the Head of School.
- Implement and monitor matters of student discipline and behaviour as outlined in relevant whole-school and sub-school policies and procedures and keep the relevant Head/s of School informed.

### **Student Safety**

The following responsibilities, qualifications, experience and attributes relate specifically to our child safety priority:

#### Responsibilities

All classroom teaching staff are required to be familiar with the contents of Chairo's Child Safety and Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers. Additionally, classroom teaching staff are responsible to deliver curriculum in a manner which caters for students with varied cultural and linguistic background needs as well as disabilities and to talk positively and encouragingly about our differences.

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## **POSITION DESCRIPTION** **~ Classroom Teacher ~**

### **Qualifications, experience and requirements**

- Experience in working with children.
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust.
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods
- Relevant professional development regarding child safety, cultural awareness and understanding students with disabilities desirable.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.

### **Selection Criteria**

Refer to position advertisement for specific qualifications and experience required.