Position Description – Primary Teacher

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| **Last updated**  | * January 2017 by Susan Hindle, Head of Primary
 |
| **Position reports to** | * Head of Phase, Head of Primary
 |
| **Salary Level** | * Undisclosed, determined by EBA
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This Position Description outlines the following:

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# Position Objectives

This is the role description for a Primary Teacher who is responsible for all matters directly related to the students in their supervision, to provide the best possible education within reason for each student in line with the College’s Statement of Purpose and Philosophy, Vision Charter, Strategic Plan and educational objectives.

# Qualification

* Bachelor of Education or equivalent
* QCT registration
* Current First Aid certification

# Skills, Knowledge and Experience

## Required from all Staff

* A strong commitment to the College’s Christian ethos and vision
* Be well presented, energetic, innovative and self-motivated
* Have good communication, organisational and co-ordination skills
* Display good time management and efficiency skills
* Working respectfully and appropriately as a team member of your department and the college
* Computer literate in Word, Excel, Outlook, and basic computer skills
* Communication is clear, concise, and professional

## Specific to your Department

* Planning, teaching, assessing and reporting on allocated classes
* Student welfare and classroom management
* Collegial contribution to year level and phase
* Safety

# Key Areas of Responsibility

## Planning, teaching, assessing and reporting on allocated classes

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| Key Tasks | Task Specific Targets and Goals |
| Plan quality curriculum | * Produce planning documents for curriculum areas of responsibility within year level team, compliant with relevant state and national standards.
* Maintain a weekly timetable to implement curriculum, including a phone schedule if working with Distance students
* Document unit overviews and weekly unit plans
* Adjust and modify curriculum as required, based on assessment and student needs
* Implement recommendations and goals of ISPs and SAPs
* Maintain relevant knowledge and skills related to teaching areas
* Incorporate ICTs in lesson planning
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| Teach allocated classes | * Teach a range of subject areas and lessons as planned and timetabled, aligned with year level planning
* Direct Teacher Aides effectively to support student learning
* Liaise with enrichment staff during planning, delivery, assessment and reporting
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| Assess student performance | * Maintain assessment tools and processes aligned with national and state expectations
* Perform ongoing assessment of all students in curriculum
* Document student results and progress
* Give feedback to the student and their families through formal and informal reporting processes, including report cards
* Monitor student progress to identify needs that should be referred to Enrichment staff for further assessment
 |
| Report on student progress | * Write feedback on learning progress and effort
* Attend scheduled events for reporting of student progress
* Schedule additional parent meetings as required to give feedback on student progress
* Seek support from supervisors and Enrichment staff regarding concerns about student progress
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## Student Welfare and Classroom Management

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| Key Tasks | Task Specific Targets and Goals |
| Advocate and support student welfare | * Undertake student welfare duties, being sensitive to students experiencing personal, social, or organisational problems and liaise with relevant colleagues
* Monitor and report on students’ wellbeing, if concerns arise, in accordance with College procedures
* Follow processes in the Child Protection Policy
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| Maintain a productive learning environment | * Maintain a professional relationship with students
* Develop and maintain good working habits and discipline within the classroom/learning community
* Adhere to College and School processes regarding behaviour management or discipline
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## Collegial contribution to year level, Phase and School

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| Key Tasks | Task Specific Targets and Goals |
| Contribute to operations within year level | * Prepare, submit and implement incursions and excursions documentation to enhance the learning experience of students
* Contribute to professional decision-making regarding year-level matters
* Submit reports and articles for College publications, regarding year level events
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| Contribute to operations within Phase | * Perform playground supervision as rostered
* Supervise and run extracurricular activities as required, such as clubs and/or sport training
* Contribute to professional decision-making regarding Phase matters
* Assist in preparations and attend additional events, such as concerts or performances, as required
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| Contribute to operations within School | * Attend staff meetings and other training or Professional development as required
* Maintain currency as a Primary Teacher through individual QCT records
* Contribute to professional decision-making regarding Primary School matters
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## Safety

Without exception, everybody at Groves Christian College is responsible for safety. To ensure conformance to CCM and local school’s values and policies in relation to workplace health and safety striving towards zero harm, every employee must:

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| Key Tasks | Task Specific Targets and Goals |
| Promote within their sphere of influence the importance of health and safety in the workplace. | * Set an example and have a safe and clean work area
* Request users make changes if a work area is untidy or not ergonomic, cables are everywhere, doors or safety equipment is obstructed etc
 |
| Be vigilant and alert to potential and actual safety risks and hazards in the workplace and take the appropriate action.  | * Stay up to date with safety training and college policy
* Read safety signs and instructions
* Resolve issues immediately or escalate them to your supervisor
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| Embrace an active reporting culture of hazards, incidents and near misses. | * Resolve issues or escalate them to your supervisor
* Any harm inflicted upon you, even a scratch or near miss, must be reported
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| Be vigilant for the safety of colleagues, students and self, and intervene to prevent an unsafe act or condition. | * Look out for others. Comment if they’re performing an action that compromises their safety. Escalate if they don’t comply or something troubles you.
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| Wear Personal Protective Equipment (PPE) as required. | * Wear a hat if out in the open for an extended period
* Comply with the uniform policy. Ensure shoes are fully enclosed.
 |
| Understand and follow approved safety related policies and procedures. | * Undertake any safety training and tasks required of you
* Review college policies regularly, including the safety policy
* Ask questions if you don’t understand anything
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| Ensure work practices within the department are compliant with legislation & Industry standards. | * Undertake any safety training and tasks required of you
* Review college policies regularly, including the safety policy
* Ask questions if you don’t understand anything
 |

# Additional Points

The above outline is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements associated with the position. The College reserves the right to add to, vary or amend the duties and responsibilities of this position at any time according to the needs of the College’s business.

The College is committed to safeguarding and promoting the welfare of the students, families and all staff and expects all staff and volunteers to share this commitment.

You are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges’ WH&S policies and staff guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do.

In exceptional circumstances, this position will be required to undertake other duties and responsibilities within the College in order to support workload peaks, skill shortages and to ensure priorities are met.

# Position Appraisal and Review Process

This position will undergo an Appraisal and Review every month over the next three months. At the end of this the schedule will be reviewed.

Date of first ‘Position Appraisal and Review’:

**Signature Supervisor: Date:**

**Head of School Signature: \_\_\_\_\_\_\_ Date:**