

Classroom Teacher Position Description

Job Title: Classroom Teacher

Reporting To: Principal

Review Period: 6 months

Introduction

Swan Hill Christian School is a Foundation to Year 6 co-educational school that caters for children in the Swan Hill and surrounding areas. It seeks to equip and empower students through a rigorous and engaging values-based curriculum, thus enabling them to be a transforming influence within their community.

Classroom Teachers will work and act in accordance with the Biblical principles and beliefs, as set out in the School's Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the School.

Role in the School

- The Principal has responsibility, by delegation of the Board, for all the operations of Swan Hill Christian School, including the effectiveness of the educational practice and programs
- The Classroom Teacher ensures that his/her classroom is well administered, curriculum delivered and the classroom is smoothly operated within the guidelines and policies set by the Board
- The Classroom Teacher both assists and answers directly to the 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 Faith) 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)

General Responsibilities

The Classroom Teacher is required to:

Curriculum

- Be responsible for the development of written programme(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 purpose 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 Student Appearance Policy

Trainee Teachers, Assistants, Aides, Voluntary Helpers

- As appropriate, 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
- Ensure windows, heaters, coolers, lights and electronic equipment are closed, turned off and locked before leaving classrooms at the end of the day

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 & Appropriate Christian Lifestyle, Values & 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
- Integrate constructive interpretation of Christian view in relation to curriculum areas
- Show respect for constituted authority

Display Personal Attributes appropriate to the calling of a Christian Teacher

- Dress & groom appropriately according to the Staff Appearance Policy
- 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 Swan Hill Christian School's purpose, values, policies and Australian law
- Progressively demonstrate improved classroom practice
- Progressively take on a role in leading and managing the work of other teachers

Commitments to the professional requirements of the School

- Daily attendance from 8.15am till 4.00pm including student free days. (Note: Weekly Staff meetings may run until 5.00pm. Staff may also be required to attend further after-school meetings 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
- Positively promote the School
- Participate in the Pathways Program
- Participate in Professional Development
- Undertake other duties as required at the discretion of and in consultation with, the school Principal

Teaching & Learning Content Requirements

- Knowledge of the Australian Curriculum areas being taught, including familiarity with the materials and programs 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 & 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 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 student information, work programs, and duty roster available for Casual Relief Teachers

Assessment & 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 or carers before the end of each semester
- Use formative and summative assessment data to improve student learning

Interaction with the School Community

- Recognise the important role the family plays in a child's learning
- Communicate with parents or carers, 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 to support improved learning outcomes for students

Students

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

Child 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 our Child Safety and Wellbeing Policy and our 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.

Qualifications, experience and attributes

- 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 in regard to child safety, cultural awareness and understanding of students with disabilities desirable

Selection Criteria

Having obtained relevant tertiary qualifications in education and being registered with the Victorian Institute of Teaching, the successful candidate will possess the following:

- Ability to deliver curriculum in a manner consistent with the guidelines and policies set by the school board and leadership team and from a Christian worldview perspective
- Foster a safe and caring environment for all students while endeavouring to role model the love of Jesus Christ to all
- Demonstrated commitment to the school's Statement of Faith
- Demonstrated behaviours and attitudes consistent with the school's values

Other Selection Criteria include:

- Demonstrated knowledge of the relevant curriculum, including the ability to incorporate the teaching of literacy and numeracy skills
- Demonstrated experience in responding to student learning needs
- Demonstrated experience in planning for and implementing high-impact teaching strategies, guided by how students learn, and evaluating the impact of learning and teaching programs on student learning growth
- Demonstrated experience in monitoring and assessing student learning
- Demonstrated experience in using data to inform teaching practice and provide feedback on student growth and achievement to students and parents
- Demonstrated interpersonal and communication skills
- Demonstrated experience in establishing and maintaining collaborative relationships with students, parents, colleagues and the broader school community to support student learning, agency, wellbeing and engagement
- Demonstrated experience in reflecting upon practice and engaging in professional learning to continually improve the quality of teaching

Remuneration

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal.