



IMMANUEL LUTHERAN COLLEGE  
DUTY STATEMENT

PRIMARY SCHOOL CLASSROOM TEACHER

<b>POSITION</b>	Primary School Classroom Teacher
<b>COMMENCEMENT</b>	July 2019
<b>RESPONSIBLE TO</b>	Principal through the Head of School
<b>SALARY AND CONDITIONS</b>	As per Lutheran Schools Enterprise Agreement
<b>TYPE OF APPOINTMENT</b>	Contract
<b>POSITION SUMMARY</b>	Refer below

## **Primary Role/Purpose:**

The Primary School Classroom Teacher is responsible for the implementation of teaching and learning activities through:

- Providing direction, supervision and care for student(s) in relevant classes;
- Effective delivery of the curriculum;
- Maintaining professional standards;
- Effective classroom management; and
- Emphasising the Christian ethos of the College.

## **Relationships and Authority**

This person reports to the Principal through the Head of Primary School.

## **Key Accountabilities:**

### **Curriculum**

- Teach classes as allocated;
- Plan and organise valid lesson programs for effective learning to occur using relevant internal and external curriculum planning guidelines;
- Differentiate the curriculum to cater for the range of abilities, interests and backgrounds of all students;
- Develop, construct and implement a range of balanced assessment tasks to provide students with the opportunity to demonstrate their knowledge and skills across a range of learning styles and achievement levels, including the highest level;
- Evaluate assessment tasks and maintain records of student achievement through relevant systems such as SEQTA
- Provide timely and appropriate feedback to the individual student and parents as directed;
- Moderate student performance to ensure consistent standards across the College;
- Report constructively through open communication with parents; by the way of interview, telephone conversation, email communication, student reporting processes and the maintenance of anecdotal records;
- Become informed about students learning characteristics and academic capabilities through the development of individualised learning programs; and
- Utilise the schools' on-line learning management tool SEQTA.

### **Professional Standards**

- Maintain a current knowledge of pedagogy and subject disciplines;
- Attend professional development activities to improve teaching methods, pastoral skills and knowledge;
- Comply with professional legislated mandatory reporting requirements;
- Actively participate in College performance and development cycle;

- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for the students;
- Keep an accurate and annualised record of progress against the National Professional Standards for Teachers; and
- Attend all meetings as designated.

### **Classroom Management**

- Apply effective behavior management techniques which are based on recognised theories of behavior and consistent with the College ethos, including Restorative Practice;
- Have knowledge of and advise students of the College's Code of Conduct;
- Maintain an accurate daily roll via SEQTA;
- Encourage and direct students to meet expectations for appropriate behavior;
- Deal with students in a courteous, firm, consistent and respectful manner at all times;
- Take responsibility for managing inappropriate College behavior;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a positive learning environment where students feel safe to risk full participation;
- Demonstrate strategies to create a positive environment supporting student effort and learning; and
- Monitor student progress and liaise with the relevant staff regarding student individual learning needs.

### **Pastoral Care**

- Take responsibility for the pastoral needs, duty of care and standards behavior of all students inside and outside the classroom;
- Strengthen students' faith development through participation in devotion/worship and teaching Christian Studies within the curriculum (as required);
- Report irresponsible or improper behavior that is beyond normal classroom management techniques to the relevant staff; and
- Be active as a Home Class teacher in accordance with the role description.

### **Other**

- The undertaking of co and extra-curricular activities is expected according to the Enterprise Agreement and Local Workload Agreement;
- Comply with the accepted dress code of the College as outlined in the Staff Handbook;
- Exhibit personal behavior reflective of the ethos and Mission Statement of the College;
- Follow Workplace, Health and Safety procedures; and
- Perform other reasonable duties as directed by the Principal.

## Selection Process

A comprehensive process has been designed to ensure **shortlisted applicants** have the opportunity to fully appreciate the ethos of the College and specifically that of the Primary School at Immanuel Lutheran College.

The process will include:

- Provision of a written response to the attached Selection Criteria - applications without selection criteria will not be considered for the advertised positions
- Completion of a character strengths mapping exercise immediately prior to interview
- Shortlisted candidates will be asked to provide a short presentation to the interview panel (**no longer than five minutes**) based upon the applicant's personal illustration of practice of the AISTL standards in a classroom context (<https://www.aitsl.edu.au/teach/standards>). Shortlisted candidates should bring along a USB should they wish to display electronic information
- Formal interview with the selection panel of three members of the Primary School team
- A tour of the Primary school with student leaders
- Teach a 30-minute pre-prepared lesson to a class of students in the Primary School

## Selection Criteria

- SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including participation in worship and devotional life
- SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents and staff
- SC3** Demonstrated ability to develop warm, caring relationships with students while maintaining a positive, focussed learning environment. An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of the classroom and in pastoral care
- SC4** Demonstrated use of a range of effective learning strategies to meet the needs of a 21<sup>st</sup> Century learner. Evidence of a personal commitment to continuous self-evaluation and lifelong learning
- SC5** Demonstrated skills in and understanding of the development and implementation of integrated units of work; including the use of documented planning and assessment procedures to ensure high standards of learning occur
- SC6** Demonstrated skills needed to support the College's co-curricular and extra-curricular program
- SC7** Demonstrated levels of confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a professional learning community which values teamwork and teacher leadership