



## Position Description – Teacher (Junior School)

### OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

### ORGANISATIONAL ENVIRONMENT

It is our vision, at St James Lutheran College, to offer a dynamic learning community imbued with the Gospel Values in the Lutheran tradition of our founders. Our motto is 'Inspired to Learn – Empowered to Serve'.

### POSITION PURPOSE AND SCOPE

The teacher at St James supports the mission and ministry of the College as he/she competently teaches and pastorally cares for students within the College.

#### Mission Focus

The Teacher will promote the mission of the College by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St James Lutheran College
- Working closely with, and being guided by the Principal in spiritual matters
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships
- Promoting educational excellence in all aspects of school life (curricular and co- curricular)
- Personally modeling the attributes of a lifelong learner (inner learning, complex thinking, community participation, collaborative learning and quality production)
- Maintaining harmonious relationships and resolving conflict through following the College's Restorative Practices
- Fostering the development of a learning community through collaborative and servant leadership
- Assisting the Principal in setting the tone of the College: one which is orderly, industrious, respectful and harmonious
- Exercising effective management and administration to facilitate the educational process
- Investigate areas of concern, problem-solve and, in collaboration with the Principal, initiate policies and action to enhance the educational and spiritual mission of the College.

The Teacher (Junior School) reports directly to the Head of Junior School and is accountable to the Principal.

### QUALIFICATIONS

- Teacher Registration in Queensland
- Graduate and/or Post-Graduate qualifications relevant to the position



## Position Description – Teacher (Junior School)

### SPECIFIC DUTIES OF THE ROLE

#### Inner Learning

- Participating in morning staff devotions
- Attend Chapels, assemblies as required and exercise appropriate supervision
- Participate in staff retreats
- Maintain Teacher registration including requirement for 30 hours documented professional learning per year
- Undertake theological study/accreditation processes as required by Lutheran Education Australia including Pathways (all teaching staff) and Equip (for the teaching of Christian Studies). This is generally conducted during the teacher's own time
- Participate in Teacher Performance and Development Program
- Participate in Staff Meetings and Compliance training as required
- Participate in Professional Learning Community through coaching/team participation, as required

#### Collaborative Learning

- Participate in collaborative planning meetings
- Maintain a safe and orderly classroom and out-of-class environment and apply the College's Behaviour Management and Restorative Practices guidelines
- Use the principles of Matthew 18 and Restorative Practices to resolve conflicts with other staff, volunteers and/or parents (see attached)

#### Community Contribution

- Participate in aspects of the co-curricular programme of the College
- Maintain current First Aid certificate if required by role
- Attend to duties such as yard and sport supervision punctually and diligently
- Participate in year level excursions including involvement in camps
- Attend whole school and P&F functions e.g. Presentation Night, Fete as required
- Participate in parent-teacher interviews, student-led conferences etc as required
- If required to supervise sport, maintain an acceptable level of understanding or preferably coaching of the sport
- Where appropriate, incorporate service-learning into learning experiences



## Position Description – Teacher (Junior School)

### Complex/Creative Thinking

- Meet College and Australian Curriculum (AC) requirements for unit and lesson planning, scope and sequence documents within the required timeframe
- Meet College and AC requirements for assessment, reporting and evaluation
- Meet College and legal requirements for students with special needs
- Maintain up-to-date knowledge and application of Queensland Curriculum and Assessment Authority (QCAA) processes and guidelines
- Maintain current knowledge of and skill in using current Information Technology relevant to student learning

### Effective Communication

- Ensure all written communication to parents or the wider community is written in correct, clear English and is checked by the Head of Sub-School
- Ensure all written communication uses follows the Style Guide for correct use of the College logo and corporate image.
- Document lesson plans, work programs as required
- Keep appropriate records of students' learning and assessment
- Maintain appropriate records of behaviours and pastoral concerns

### Quality Production

- Exercise a high standard of duty of care whenever in the presence of students or volunteers, whether or not in a role of responsibility at the time
- Ensure all rolls and registers are maintained diligently
- Demonstrate respect and care for property and equipment
- Ensure students' use of information technology is properly supervised to ensure safe and acceptable use
- Follow College's procedures for applying for leave. (Note: sick leave is only available after it has been accrued)
- Follow the College Dress Code
- Abide by the College's Workplace Health and Safety guidelines
- Follow College procedures for Risk Management when conducting activities, excursions or camps
- Maintain classroom as an orderly and attractive environment



## Position Description – Teacher (Junior School)

### OTHER REQUIREMENTS

- Abide by and maintain the Proficient Level as a minimum standard the Australian Professional Standards for Teachers as developed by the Australian Institute for Teaching and School Leadership Ltd. (the AITSL Standards)
- Convey to the public a positive image of the College
- Abide by the Code of Ethics explained in the College's Child Protection and Valuing Safe Communities policies
- Ensure that the College is not used to promote the teacher's own particular denominational or religious belief, behaviour or practice where these are not the practising ethos of the College
- Participate in staff training and development activities to assist in the achievement of individual/work goals. Hold a current driver's licence if the position requires the teacher to transport others and inform the Principal of any changes to the status of a driver's licence
- Abide by the College Privacy Policy

### WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

### CONDITIONS

Duties and responsibilities as a teacher within a Lutheran school are outlined in the Award governing Teachers in Queensland Independent Schools and in the Lutheran Schools Enterprise Bargaining Agreement and Deed of Arrangement (2013) Schedule 3 and between the Lutheran Church of Australia (Queensland District) Schools Department and the Queensland Independent Education Union.

### CLASSIFICATION

The classification of teachers and conditions of appointment are as those contained in the Teachers' Award –Non Government Schools, as updated by the Queensland Lutheran Schools Enterprise Agreement (2016).

Incumbent:

Time Fraction: 1.0FTE

Hours of Duty: 76 hour fortnight salary

### INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the specific duties of the role
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)

Email to Mr. Luke Schoff, Principal - [jobs@stjameslc.qld.edu.au](mailto:jobs@stjameslc.qld.edu.au)

Applications close 9am Monday, 29<sup>th</sup> October 2018



## Position Description – Teacher (Junior School)

### APPENDIX: MATTHEW 18, RESTORATIVE PRACTICES AND THE ROUND TABLE

As a College we seek to develop a harmonious and supportive environment and also to put a stop to any harassing or discriminatory behaviour. We use restorative practices to bring about reconciliation between the parties in the spirit of Matthew 18:15 and repair of harm that has been caused. It is normal for members of our community, including staff and students to resolve conflict and address issues such as discrimination and harassment by a process involving ideally personal resolution and/or mediation.

The process we recommend if a staff member has a concern is:

1. Take it up in the first place with the person responsible. Focus on the issue, not the personality.
2. If the resolution is not achieved, approach the person with someone who can mediate.
3. Go to the person's immediate supervisor to seek resolution. Supervisor may recommend a Round Table.

(This process is not to be used for dealing with alleged sexual abuse or other unlawful/very serious issues.)

#### Round Table

Generally, mediation involving staff, students and/or parents at St James involves a structured conversation facilitated by a trained person according to our Round Table Policy. While strongly encouraged, involvement in the Round Table is normally voluntary and in some situations is not recommended or permitted. In situations where wrongdoing has been admitted by a student or staff member, or when it is part of a disciplinary procedure, involvement in a Round Table may be required. Restorative Practices help to provide an orderly, harmonious and secure environment in which all people are able to realise their full positive potential without interference from others.

See also the more detailed St James Policies and Procedures as outlined in the Staff Handbook.

### EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
  - a. that they are disclosing that information to the School;
  - b. the reason they are disclosing that information;
  - c. that they can access that information if they wish;
  - d. that the School does not disclose the information to third parties; and
  - e. that the School may store the information for eight (8) weeks.