



Primary Teacher – Term Three LSL Replacement

12 July – 15 September 2023

We are seeking a suitable candidate for a Primary Teacher in a Year Two classroom. Please refer to full job description below.

To apply please contact Tim Schofield via email and include the following:

- Resume
- Copy of VIT Rego
- Statement of Christian Faith

Applications close 5th June 2023

Tim Schofield

Daily Operations Manager

tim.schofield@creekstreet.vic.edu.au

POSITION DESCRIPTION - Teacher

POSITION OVERVIEW

This position entails planning and teaching of the curriculum of each key learning area as outlined in the Australian Curriculum. Other responsibilities include yard duty, attendance at curriculum planning days, staff meetings, Chapel sessions, parent/teacher interviews, musical and award presentations, professional development sessions.

Reports to: Principal

Works under the direction of: Assistant Principals
Sector Leaders

Key Relationships: Internal

- Principal
- Assistant Principals
- Business Manager
- Daily Operations Manager
- Reception and Administration staff
- Teachers
- Other Staff
- Students

Key Relationships: External

- Parents
- Visitors

Key Responsibilities

Teacher responsibilities include but are not limited to:

- plan and teach the curriculum of each key learning area as outlined in the Australian Curriculum appropriate to particular responsibilities and year levels being taught
- provide ongoing pastoral care, impromptu and ongoing, which caters for the physical, emotional and spiritual development and well-being of the students within classes, working in conjunction with SMT and Chaplain as appropriate
- be supportive and/or responsible for the Christian teaching program (Christian Living Lessons and Chapel) and implement it on a daily basis in a manner that is interesting and thought provoking for the students. Ensure the values and teachings presented are positively reinforced and encouraged throughout each day
- display a consistent model of appropriate Christian attitudes and behaviour which will encourage the students to imitate them
- develop each student's feelings of self-worth (self-esteem) by providing positive reinforcement and encouraging students to give their best in all areas of their schooling
- maintain a classroom environment which is conducive to learning, where discipline is consistent and just and expectations are clearly understood
- create and maintain a high level of discipline within each individual and within the classroom to allow for full and appropriate student participation and behaviour
- accept responsibility for the behaviour and whereabouts of all students within the particular teaching group for which they are timetabled to teach
- plan learning activities and present them in an enjoyable and challenging way, taking into account student interests
- implement a testing and assessment program, make anecdotal notes on students, write interim reports and semester reports and be available for reporting to parents according to the established program within the school
- consider any special needs of students within the groups taught and when necessary and appropriate, modify courses such that the students are able to achieve success and develop to their potential
- provide opportunities for 'catch-up' or extension work according to the specific needs of individual students. This may include working with support staff and parents in order to overcome difficulties/weaknesses that may be evident within a particular student's development
- amend, revise, update and rewrite curriculum as is appropriate and necessary and according to the changing needs of the students or College
- keep abreast with up-to-date information in all areas of the curriculum and be willing to attend professional development sessions that would be beneficial to the teacher's role within the College or advantageous to the College
- take responsibility for the ordering of equipment and supplies necessary for conducting classes throughout the year and maintain all equipment in a safe and useable condition
- receive, peruse and act upon correspondence and advertising material that is directed to the section of the College where they teach.
- accept an equitable share of staff responsibilities including yard duty, supervision of students, organisation of special days, conducting of specialist programs, membership of particular sub committees etc.
- implement the college behaviour education procedure and support the behaviour guidelines and all other procedures as outlined in the staff handbook
- display a willingness to exercise one's gifts and talents for the benefit of the College as a whole.

Key Capabilities

- Good communication skills
- Ability to relate effectively to staff, students, parents and wider College community
- A high level of attention to detail
- Excellent organisational, prioritisation and time management skills
- Uphold confidentiality of College, staff, student and family records and information
- First Aid Certificate Level 2
- Willingness to learn
- Willingness to use God-given gifts and abilities within the College
- Ability to accept guidance from others and be an effective team player
- Ability to plan and manage time effectively with limited direction, to show initiative