



POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Primary Teacher
Location:	The Lakes College
Classification:	Academic Staff
Reports to:	Head of Primary

2. SCOPE AND AUTHORITY

The Lakes College is a co-educational Christian school which fosters the strong traditions of quality education provided in Uniting Church schools. The College seeks to produce graduates who are courageous, respectful and compassionate people of influence. The College develops in students an enthusiasm for learning and provides a strong focus on academic achievement across the disciplines. Student's personal development is nurtured through a pastoral care program and opportunities for spiritual development with a Christian focus are designed to develop confidence, resilience, character and a positive attitude to life.

The Principal is responsible to the Board for the direction and management of The Lakes College. Ultimately the responsibility for the leadership and management of the College rests with the Principal.

The Primary Teacher is appointed by and acts under the direction of the Head of Primary and will be required to perform additional duties as determined by the Principal. He or she will also work alongside and liaise with other teaching and administrative staff in the College. Compliance with Workplace Health and Safety directives is a requirement in this position.

3. POSITION SUMMARY

Responsible to the Head of Primary, the Primary Teacher will contribute to the development and delivery of a contemporary, innovative curriculum which is appropriate to a modern, technological and culturally diverse society.

4. KEY RESPONSIBILITIES

(i) **Teaching and Learning**

- Have a thorough knowledge of your subject(s) and be prepared to extend this knowledge through professional learning, collaboration with colleagues, research and participation in external professional networks and/or events
- Apply this knowledge and effective teaching strategies to develop engaging learning activities and organise content into coherent, well-sequenced programs that meet the requirements of the Australian Curriculum and QSA
- Have an awareness of various Christian denominations, in particular the Uniting Church, and be willing to share your own faith experience within the College community
- Work collaboratively with other teachers to design and implement learning resources which may include the integration of technology to enhance learning
- Engage students in rich learning experiences that facilitate understanding, discovery, reflection and application
- Collaborate with other subject and/or year level specialists to develop appropriate trans-disciplinary and/or problem-based experiences which will enhance student knowledge, problem solving skills and critical and creative thinking
- Demonstrate an understanding of the types of assessment that promote learning and reflection in students
- Commit to and participate in the co-curricular and extra-curricular programs of the College, including the coaching of sporting teams, attendance at camps and support of various out-of-hours activities
- Undertake playground and other supervision duties as required
- Set and maintain clear expectations for students and promote learning as a rich and lifelong experience
- Support the Head of Primary and other learning leaders in maintaining a positive and stimulating learning environment.

(ii) **The individual needs of students**

- Provide a high level of pastoral care and nurture the wellbeing of all students, creating a learning environment that reflects the Christian ethos of the College
- Enact duty of care for students and communicate regularly with other subject teachers and the Leadership team
- Develop knowledge and understanding of individual students to enhance their learning and connectedness to the College
- Understand the processes to identify specific learning needs for individual students and work within policy guidelines to facilitate a differentiated approach that enables personalised education

(iii) **Classroom Practice**

- Create and maintain a safe, vibrant and engaging learning environment
- Teach in a manner that is effective for engaged student learning
- Set and maintain clear behavioural and learning expectations for students in line with College policy and procedures

(iv) **Assessment and Reporting**

- Complete all requirements in relation to the marking of student work, assessment tasks and examinations and provide feedback in an effective, professional and timely manner
- Complete all academic and pastoral reporting requirements in an accurate, timely and efficient manner

- (v) Provide support to students in the management of daily routine**
- Develop positive relationships with students to assist their understanding of classroom procedures and encourage an organised and safe approach to daily routine
 - Assist in communicating and distributing relevant information to students
 - Set and apply clear expectations for students in support of the College uniform and conduct standards and monitor this on a daily basis
 - Communicate regularly with the Curriculum Co-ordinator and Head of Primary to ensure that students are provided with appropriate, accurate and timely information.
- (vi) Effective administration related to students and learning**
- Ensure that roll marking procedures for attendance are fulfilled according to College policy
 - Monitor the absentee rates of individual students and respond in line with College policy
 - Support the administrative needs of the Leadership team and Head of Primary as required when preparing for programs and events outside the normal routine
 - Contribute to the organisation and administration of year level activities
 - Maintain accurate records of communication in relation to student issues and ensure the security and confidentiality of information.
- (vii) Customer Service**
- Provide the highest level of service to all members of the College including parents, students and staff
 - Positively promote the College both internally and externally at all times
 - Maintain confidentiality and handle sensitive matters diplomatically and discretely
- (viii) Statutory compliance**
- Ensure functions/events adhere to all statutory compliance requirements
 - Keep up to date with relevant regulations and ensure that policies and procedures adhere to the relevant regulations
- (ix) Duty of Care**
- Contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.
- (x) Teamwork and Communication**
- Demonstrate a willingness to work positively within a team as well as having the ability to work independently
 - Demonstrate and practice a high level of written, verbal and non-verbal communication skills
 - Attend meetings, assemblies and Chapel services as required

5. PERSONAL CHARACTERISTICS

- Is supportive of the Uniting Church Christian ethos within the College
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment
- Operates effectively in a team environment
- Possesses a systematic approach to work
- Possesses the interpersonal skills appropriate to interviewing and consulting with parents
- Displays enthusiasm and initiative – has a high achievement drive and acts in a self-directed way
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Displays respect and empathy for students with high level needs

6. SELECTION CRITERIA AND COMPETENCIES

Ideal candidates will possess the following competencies, skills, qualifications and experience:

- Academic qualifications and eligibility for registration with the Queensland College of Teachers
- Holds a current nationally recognised Senior First Aid Certificate including CPR
- Commitment to and participation in the co-curricular and extra-curricular programs of the College, including the coaching of sporting teams, attendance at camps and support of various out-of-hours activities
- Well-organised, with the ability to meet deadlines
- Commitment to the Uniting Church Christian ethos within the College and take a role in the College's Pastoral Care programme
- Ability to implement effective behaviour management strategies to support teachers in providing an optimal learning environment
- High level of interpersonal and communication skills
- Ability to build positive and co-operative relationships with students, peers, parents and colleagues.