LAUNCESTON CHRISTIAN SCHOOL
POSITION DESCRIPTION

POSITION TITLE:	Primary Teacher

APPOINTED BY:	Board of Directors / Principal
RESPONSIBLE TO:	Head of Primary School
AWARD:	Tasmanian Independent Christian School (Teachers) Multi Enterprise Agreement 2025
EMPLOYMENT FRACTION:	0.2 – 0.4 FTE *(1-2 days per week)*

POSITION SUMMARY

Bringing a Christian perspective to bear in all aspects of work, the Primary Teacher is responsible for all aspects of planning, preparation, delivery and assessment of effective teaching and learning for every student in the allocated class, through the following:

- Plan and teach from a Biblical worldview
- Support the spiritual and emotional growth of each student
- Emphasise the development of literacy, numeracy and social skills
- Design learning sequences that interest, motivate and extend all students
- Establish and maintain a supportive and safe classroom learning community
- Make learning accessible and inclusive for different learning styles and abilities
- Contribute to Primary School and Year Group planning and events
- Relevant knowledge, skills and understanding based on the Australian Curriculum and the School's published curriculum

KEY RESPONSIBILITIES

Teaching / Learning / Curriculum:
Teachers' duties include but are not limited to the following:

- Develop a Christian worldview and apply this to all areas of teaching
- Create an overview of the year's work so that all aspects of the course(s) are fully covered, as listed in the school's curriculum
- Develop and refine curriculum documents as required
- Design term, unit and weekly lesson plans, ensuring that work covered is appropriate to the year level being taught and student needs
- Establish and maintain a classroom environment that is conducive to teaching and learning

- Maintain a high standard of student behaviour and classroom management, within the school's Student and Classroom Behaviour Management Policies and Procedures
- Set assignments, homework, and other relevant assessment tasks and marking and returning all work within an appropriate time
- Use a range of assessment strategies to monitor student progress and give timely and constructive feedback
- Maintain records of attendance and academic progress
- Write timely reports and communicate with parents as and when required
- Attend Parent-Teacher interviews and other parent meetings as required
- Communicate with the ES Coordinator and other support personnel about any suspected learning difficulties or concerns
- Manage an annual classroom budget for the purchase of resources and supplies
- Ensure teaching areas are left in a clean and tidy condition
- Attend camps and excursions as required
- Attend all Awards nights, assemblies, carnivals, school performances and informative meetings as required

Duty of Care and Pastoral Care:

- Maintain a high level of pastoral care
- Ensure students are correctly and neatly attired according to the Uniform Policy
- Familiarisation with policies relating to students
- Assist in playground and afterschool duty as directed
- Submit Risk Assessments for approval for any high-risk activities, incursions and off-site excursions
- Complete/Report any incidents or hazards as soon as possible
- Participate in Professional Development activities. All teachers are expected to attend staff development and curriculum days as determined by the Principal or their delegate
- Participate in staff appraisals

Other Responsibilities:

- Adhere to Launceston Christian School's Code of Conduct
- Attendance and participation at devotions and other staff meetings when required
- Develop and maintain positive and professional relationships with staff and students
- Undertake relevant training and development as and when required
- Other reasonable duties as required by Heads of School or Principal
- Other school and Association related activities as requested by the Principal or their delegate

WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
    (a) Take reasonable care for his/her own health and safety
    (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
    (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
    (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any incidents involving injury to themselves or others as soon as possible
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

CONDITIONS OF EMPLOYMENT

- Conditions of Employment are outlined in the Tasmanian Independent Christian Schools (Teachers) Multi Enterprise Agreement 2025 (CMEA) and National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Current registration with the Tasmanian Teachers Registration Board and relevant tertiary qualifications
- Hold and maintain a current Working with Vulnerable People (Employment) Card (or ability to obtain)
- Annual completion of relevant Child Safety and Duty of Care online compliance modules
- Ability to obtain and successfully complete First Aid training (HLTAID011)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner