LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION

POSITION TITLE: Learning Support Teacher (Life Skills - Years 9 - 10)

APPOINTED BY: Board of Directors
RESPONSIBLE TO: Principal through the Heads of School
AWARD: Launceston Christian School Teaching Staff Enterprise Agreement
EMPLOYMENT FRACTION (FTE): 0.5 FTE

ENVIRONMENT
Launceston Christian School is a co-educational independent K-12 Christian School which aims to provide a caring and stimulating environment for learning. The school is distinctively Christ centred and is committed to providing effective spiritual, emotional, physical and academic support for all its students.

The school's vision is to glorify and honour God through Christ-centred education. The school motto – In Christ – Wisdom and Knowledge.

Our school core values are to:
- Live in obedience to God
- Act with humility, integrity and fairness
- To work with creativity and diligence
- To encourage participation and teamwork
- To be trustworthy and accountable to one another

POSITION SUMMARY
In bringing a Christian perspective to bear in all aspects of his/her work, the Life Skills Teacher is responsible for all aspects of the planning, development, delivering and evaluating a life skills-based program to a small class of additional needs students who are working below year level.

This curriculum focuses on literacy, numeracy and social skills for a small class of up to eight students. In addition, the Life Skills Teacher will collaborate and consult with class teachers on the mainstream program for students in the life skills class as required.

ESSENTIAL REQUIREMENTS
- Be committed and active in their relationship with Jesus Christ, and express that relationship in an appropriate church community. The expression of that faith will be consistent with LCS’s Statement of Faith;
- Proven commitment to Christian faith including active / regular involvement in a church;
- Registered as a Teacher with the Tasmanian Teachers Registration Board;
- Must hold a Working with Vulnerable People (Employee) card;
- Must be eligible to work in Australia;
- Willing to uphold the Vision, Mission and Core Values of Launceston Christian School.

KEY RESPONSIBILITIES

Teaching / Learning / Curriculum
Teachers’ duties include but are not limited to the following:
- Developing a Christian world view and applying this to all areas of teaching;
- Making 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 documents;
- Developing and refining curriculum documents as required;
- Prepare, plan and deliver lessons to achieve goals outlined in the students Individual Education Plan (IEP). Update and adjust IEP’s and review with parents, teachers and others as required;
- Making weekly and daily lesson plans, ensuring that work covered is appropriate to the year level being taught;
- Establishing and maintaining a classroom environment that is conducive to teaching and learning;
- Maintain a high standard of student behaviour and classroom management, within the school’s Classroom Management & Discipline Policy guidelines;
- Maintaining records of attendance and of academic progress;
- Writing reports and communicating with parents as and when required;
- Attending Parent-Teacher interviews and other parent meetings as required;
- Communicating with the ESU Coordinator and other support personnel about any suspected learning difficulties or concerns;
- Managing an annual classroom budget for the purchase of resources and supplies;
- Participating in Professional Development activities. All teachers are expected to attend staff development and curriculum days as determined by the Principal or their delegate;
- Participating in staff appraisals;
- Ensure teaching areas are left in a clean and tidy condition.

Duty of Care and Pastoral Care
- Maintaining a high level of pastoral care;
- Ensuring that students are correctly and neatly attired according to the Uniform Policy and be familiar with the policies for Students;
- Encourage and where necessary facilitate appropriate social interaction between students;
- Assist with organisation of personal belongings of students as required;
- Assisting in playground & afterschool duty as directed;
- Submit Risk Assessments for approval for any high-risk activities or off-site excursions;
- Complete/Report any Incidents or Hazards as soon as appropriately possible.

Community
- Attend camps as requested;
- Attend school performances;
- Lead a staff devotion once a year.

ATTITUDES AND PERSONAL QUALITIES

All staff at Launceston Christian school must demonstrate a personal relationship with Jesus Christ and be willing to plan and teach from a Biblical worldview.

Attitudes
- Supportive of the ethos of the School
- Understanding and supportive of all School staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all School policies and practices
- Preparedness to be actively involved in our School community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities
- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, pro-active and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)
KEY SELECTION CRITERIA

- Passion for inspiring, guiding and supporting young children in realising their potential;
- Demonstrated ability to maintain ongoing communication with parents about their child’s learning/progress and to build constructive working partnerships with families;
- Demonstrated ability to provide dynamic and pro-active educational leadership in a coeducational environment;
- Demonstrated capacity to provide innovation in education;
- Capacity to implement personalised learning strategies within the framework of the overall strategic learning goals of the School;
- The ability to encourage teamwork and be part of a committed team;
- Demonstrated high-level interpersonal and communication skill;
- Demonstrated commitment to personal professional learning;
- An understanding of contemporary research in teaching and learning pedagogy and pastoral welfare;
- A strong understanding of learning technologies and their application to enhance learning;
- A capacity and willingness to embrace the School’s “Philosophy of Education and Teaching Doctrinal Standards”;
- Current HLTAID004 first aid qualification (Provide Emergency First Aid Response in an Education or Care Setting).

OTHER RESPONSIBILITIES

- Other reasonable duties as required by the Head of School, Director of Studies or Principal;
- Attendance and participation at devotions, and at other staff meetings / committee meetings when required;
- Undertaking relevant training and development as and when required;
- Other school and Association related activities as requested by the Principal or their delegate.

CONDITIONS OF EMPLOYMENT

- General employment conditions, including salary, applying to all teaching staff at Launceston Christian School are described in the “Launceston Christian School (Teachers) Enterprise Agreement” and the National Employment Standards (NES);
- Further employment conditions, including the School’s policies and procedures, as introduced and/or varied from time to time;
- A pre-requisite for Launceston Christian School being able to employ a teacher is that he or she is a registered teacher with the Teachers Registration Board, Tasmania, or holds a Limited Authority to Teach from the Teachers Registration Board, Tasmania. A copy of the Certificate of Registration must be provided by the teacher to the School prior to commencement;
- Professional and Ethical Behaviour: All members of staff area expected to observe all the School’s policies and procedures in particular the Launceston Christian School’s Staff Code of Conduct;
- Staff are expected to apply for leave in advance, or if last minute illness complete a leave application on return, via the school's online form.

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 & 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;
- Complete an online Health & Safety Induction as required.