

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Junior School Classroom Teacher
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<b>APPOINTED BY:</b>	Board of Directors
<b>RESPONSIBLE TO:</b>	Principal through the Head of Junior School
<b>AWARD:</b>	Launceston Christian School Teaching Staff Enterprise Agreement
<b>EMPLOYMENT FRACTION:</b>	1.0 FTE

### POSITION SUMMARY

In bringing a Christian perspective to bear in all aspects of his/her work, the Junior School Teacher is responsible for all aspects of the planning, preparation, delivery and assessment of effective teaching and learning for every student in the allocated class.

- To support the spiritual and emotional growth of each student;
- Emphasising the development of literacy, numeracy and social skills;
- Designing learning sequences that interest, motivate and extend all students;
- Establishing and maintaining a supportive and safe classroom learning community;
- Contributing to Junior 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

<b>Teaching &amp; Pastoral Care</b>	<p>Teachers' duties include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Developing a Christian worldview and applying this to all areas of teaching;</li> <li>• Developing 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;</li> <li>• Developing and refining curriculum documents as required;</li> <li>• Designing term, unit and weekly plans, ensuring that work covered is appropriate to student needs and year level;</li> <li>• Establishing and maintaining a classroom environment that is conducive to teaching and learning;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintaining a high standard of student behaviour and classroom management, within the school's Classroom Management &amp; Discipline Policy guidelines;</li> <li>• Maintaining a high level of pastoral care;</li> <li>• Using a range of assessment strategies in order to monitor student progress and give timely and constructive feedback;</li> <li>• Maintaining records of attendance, academic progress and behaviour;</li> <li>• Writing reports and communicating with parents as required;</li> <li>• Submit Risk Assessments for approval for any high risk activities or off-site excursions</li> <li>• Attending Parent-Teacher interviews and other parent meetings;</li> <li>• Communicating with the ESU Coordinator and other support personnel about any suspected learning difficulties or concerns;</li> <li>• Ensuring that students are correctly and neatly attired according to the Uniform Policy;</li> <li>• Managing an annual classroom budget for the purchase of resources and supplies</li> <li>• Assisting in playground &amp; afterschool duty as directed;</li> <li>• Participating in Professional Development activities. All teachers are expected to attend staff development and curriculum days as determined by the Principal or their delegate;</li> <li>• Participating in staff appraisals;</li> <li>• Ensure teaching areas are left in a clean and tidy condition;</li> </ul>
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### OTHER RESPONSIBILITIES

	<ul style="list-style-type: none"> <li>• Other reasonable duties as required by Head of Junior School or Principal</li> <li>• Bringing a Christian perspective to bear in all aspects of work</li> <li>• Adhering to Launceston Christian School's Code of Conduct</li> <li>• Attendance and participation at devotions, and at other staff meetings / committee meetings when required</li> <li>• Undertaking relevant training and development as and when required</li> <li>• Other school and Association related activities as requested by the Principal or their delegate.</li> </ul>
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### 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 every 2 years

The Teacher will fulfil this role as a ministry of stewardship to the School community under the lordship of Jesus Christ and in the spirit of Col 3:17:

**“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”**