

# DUBBO CHRISTIAN SCHOOL

## POSITION DESCRIPTION

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### POSITION DETAILS

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| Position Title: | Primary (K-6) Classroom Teacher |
| Department:     | Primary                         |
| Date:           | 28 August 2020                  |
| Reports to:     | Head of Primary                 |

### Primary Purpose

The K-6 Classroom Teacher is an effective educator who demonstrates an understanding and strong commitment to Christian Education. The teacher presents a high level of competency in the delivery of curriculum which is reflective of contemporary pedagogy through a Christian lens. A passion for educating and nurturing students in a rural setting is fundamental to this role.

### Essential Criteria

- Relevant tertiary qualifications for the position and NESA teacher accreditation
- Knowledge of current syllabus documents and proven ability to develop contemporary teaching and learning programs
- Demonstrated ability in using technology in the learning process
- An understanding of and commitment to student wellbeing

### Desirable Criteria

- First Aid qualification
- Understanding of Explicit Direct Instruction, with particular regard to literacy and numeracy

### Personal Attributes

- A committed Christian and an active member of a church
- Commitment to the school's Vision, Mission and Christian perspective
- Demonstrated ability to contribute to the co-curricular life of the School
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

### KEY RESPONSIBILITIES

In all matters concerning their appointment, the K-6 teacher will be responsible to the Principal or deputised person to act on behalf of the Principal. For practical purposes these functions will be delegated to the Head of Primary on a day to day basis.

#### Professional Engagement

- Ensures all teaching programmes, assessments and reporting comply with school-wide policy and NESA requirements
  - Either works towards or maintains NESA teacher accreditation
  - Adhere to and implement all safe work practices and procedures in accordance with School policies
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- Undertake excursions, competitions and other relevant curricular and co-curricular activities
- Ensures all excursions in area/s of responsibility are compliant with excursion risk assessment procedures
- Maintain accurate records of student achievement, pastoral care and communication with parents/care givers
- Abide by the School Staff dress code
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students

### **Duties in relation to Students**

- Monitors and encourages a positive learning culture in their class/es
- Ensures high standards of student supervision, discipline and conduct
- Ensures effective, caring pastoral care is provided to students, including mandatory Child Protection responsibilities
- Ensures behaviour issues are dealt with according to behaviour management procedures

### **Duties in relation to Parents**

- Maintains the highest level of parent communication
- Manages parent concerns and issues and informs supervisor immediately of such incidents
- Ensures that sick/absent student/s work programs are provided in a timely manner when requested by Head of Primary

### **Administration / Duties**

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Duties may be varied by the school from time to time in accordance with the school's operational requirements

### **Hours of Duty**

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
*Col 3:23*