



ST. PETER'S
Anglican Primary School



Position Description
Classroom Teacher / Team Leader
(potential Leadership position for
the right candidate)



Vision

- St Peter's will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

Motto

- Life through Christ

We seek to achieve the following goals:

- Appoint exemplary Christian classroom and specialist teachers
- Pursue academic excellence
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities
- Develop superior skills and knowledge in Information Technology
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families
- Develop in students a strong sense of service to others and to the community

We encourage all our students to:

- Develop an understanding of the Gospel message and the impact of serving God in their lives
- Develop their full intellectual, social and physical abilities
- Think critically and creatively
- Develop enthusiasm and respect for learning
- Show respect for and courtesy towards others
- Learn the value of working together
- Learn to appreciate the importance of service to others
- Show initiative and develop qualities of leadership within the school and wider community
- Develop a global perspective and the ability to adapt to change
- Appreciate the joy of living in a spirit of thankfulness to God



Role Description

Responsible to: Director of Learning

Effective Date: Term 1, 2019

Main Objective: The position of Classroom Teacher/Team Leader is to ensure the pastoral and educational needs of all students in their care are met. The successful candidate will need to utilise effective teaching and learning strategies and support colleagues in providing a safe learning environment for all students within the school. The candidate will need to know the expectations of the school and NESAs requirements.

FTE: Full time (1.0 FTE) – possibility of a leadership position for the right candidate

Hours: Teachers are generally expected to be on site between 8.10 am and 3.40 pm, although an understanding is required that the role will require greater hours than this.

As a Team Leader, you will be required to attend weekly Team Leaders Meetings after school has concluded.

Salary: The industrial Instrument that currently applies to this position is "*Independent Schools (NSW) (Hybrid Model) Teacher Multi-Enterprise Agreement 2017*"

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school. Further details will be provided to the successful applicant.



Major Responsibilities:

The Classroom teaching responsibilities will require the successful applicant to teach class. This position requires the teacher to work collaboratively with the grade teachers and provide learning enrichment to students within the cohort. The successful candidate strengths will be considered when allocating classes.

This position will also be a Team Leaders role and the successful candidate will demonstrate a passion for education and a desire to facilitate and promote necessary change for the future. The Team Leader will utilise effective teaching and learning strategies and support colleagues in providing a safe learning environment for all students within the school. The Team Leader will need to know the expectations of school and NESA requirements for programming, assessing and reporting and facilitate opportunities to support and lead their grade partners to create engaging learning experiences.

Selection Criteria:

Essential Criteria

- Complete an accredited 4 year teaching degree (such as Bachelor of Education, Primary)
- Registration with NESA – Eligibility to teach in NSW
- Demonstrated knowledge and experience in developing and implementing teaching and learning that promotes student engagement
- Experience in supporting the needs and goals of individual students
- Highly developed communication and interpersonal skills with the ability to work collaboratively and build positive relationships with students, staff and parents
- Experience in providing regular and timely feedback to students and families regarding academic progress
- Demonstrated experience in maintaining appropriate levels of classroom management and discipline
- Demonstrated experience in contributing to the pastoral care
- Knowledge of grade level curriculum, assessment and instruction
- Demonstrate a willingness to share resources, material and expertise

Desirable Criteria

- Understanding of inquiry/student centred learning
- Experience and/or understanding of International Baccalaureate Primary Years Programme



Specific Responsibilities

Classroom Teacher Duties and Responsibilities

- Provide regular and timely feedback to students and families regarding academic progress, behaviour and application
- Prepare appropriate learning experiences that conform to the school's requirements and expectations
- Mark and give timely feedback for students to assist with student progress and summative reporting
- Maintain appropriate levels of classroom management and discipline
- Actively supervise playground duties, as required
- Be involved in at least one school-approved co-curricular activity per year
- Comply with all expectations outlined in the Staff Handbook
- Plan differentiated learning experiences for students based on their specific learning needs within the context of a mixed-ability classroom
- Actively collaborate with colleagues to enhance learning programs
- Attend other school-based activities such as parent-teacher evenings, camps, sports carnivals and excursions as required

Team Leader Duties and Responsibilities

Curriculum Requirements:

- Oversee the collaborative development of engaging grade programmes and assessments, ensuring the requirements of the school and curriculum are being met
 - Facilitate creation/review of required documentation:
 - Weekly timetables, ensuring adequate time allocations for KLA's
 - Assessment of learning schedules
 - Scope and Sequence documents
 - Term Overviews
 - Teaching & Learning Newsletter (per term)
 - Registration and evaluation of programmes
- Facilitate a review of grade programmes, aligned with the APST, and evaluate individual programmes, reporting on areas of commendation, recommendation and matters to be addressed
- Facilitate conversations driven by student data to inform differentiation and seek assistance from Section Directors and/or Learning Enhancement team where required
- Facilitate opportunities for team members to share effective teaching strategies and resources to suit the needs of all students
- Facilitate the creation of accurate and informative reports at the end of each semester
 - Proofread and edit final draft for team members
 - Ensure all data aligns accurately
 - Ensure comments reflect honest communication of student progress, attitude and achievement
 - Ensure consistency and professionalism of presentation and style across the school



Welfare Requirements:

- Support team members to maintain supportive and safe learning environments for all students within the grade
- Assist in addressing significant behaviour and/or medical issues and seek assistance from Section Directors and/or Learning Enhancement team where required
- Facilitate the development of consistent strategies to support behaviour and classroom management

Team Requirements:

- Facilitate a pastoral culture amongst team members
 - Encourage and uphold collaborative relationships amongst team members
 - Support individual team members, and seek assistance from Section Directors and/or Deputy Head, where required
- Encourage team members to develop professionally, aligned with personal goals, and facilitate creation of team goals and collaborative approaches
 - Facilitate creation/review of required documentation:
 - Team Essential Agreement
 - Accreditation documentation (where applicable)
 - Review of daybooks (New Scheme Teachers)
- Provide strategies to support team members, particularly New Scheme Teachers
 - Including, but not limited to:
 - Record Keeping (to aid reporting, differentiation, Parent/Teaching interviews etc)
 - Development of effective classroom practices
 - Knowledge of available resources to aid programming

Administrative Requirements:

- Chair weekly Collaborative Planning Meetings
 - Create and share weekly agenda
- Oversee grade 'incidental' budget
 - Create and share spreadsheet with appropriate administrative staff
- Oversee and support team members to ensure deadlines are met within various documentation

The Classroom Teacher will undergo annual performance appraisal.



WHS Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

Team Leader/Manager/Coordinator

- Provide leadership in WHS Risk Management.
- Refer WHS issues that are beyond your control to the relevant Executive for their attention, but ensure that interim action is taken to reduce the risks in a practical way.
- Monitor and oversee the completions of Risk Assessments when there is:-
 - Uncertainty about how a hazard may result in injury or illness
 - The work activity involves a number of different hazards
 - Changes occur that may impact on the effectiveness of control measures
- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure or St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided to you by the school to protect your safety and ensuring that you use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school
- Generally, cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required.
- Assist all people in the workplace should an emergency occur



Application Process

Applications for the position of a Classroom Teacher/Team Leader should include but not be limited to the following:

- Covering Letter
- Completed "Application for Employment" form – located on the school's website under employment
As part of the "Application for Employment" form, you will be required to provide the following information:-
 - Current written reference and/or contact details from Minister of Church currently attending
 - Written reference and/or contact details from current/past employers, colleagues
 - A statement of full employment history
 - A statement and proof of educational qualifications and professional memberships
 - Working With Children identification number
- Information which addresses the selection criteria as noted in the Position Description.
It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Resume
- A statement of personal Christian faith

Applications marked CONFIDENTIAL should reach the Headmaster no later than

4.00 pm – Friday, 26 October 2018

Mr Brendan Gorman

Headmaster

St Peter's Anglican Primary School

PO Box 997

CAMPBELLTOWN NSW 2560

Email: employment@stpeters.nsw.edu.au

Short listed applicants will be contacted by telephone or email for an interview.

Confidential enquiries can be directed to Mr Brendan Gorman, Headmaster by contacting the school on 4627 2990 or employment@stpeters.nsw.edu.au.