



**JOB DESCRIPTION AND
PERSON SPECIFICATION FOR
CLASSROOM TEACHER AT
ST JOHN'S LUTHERAN PRIMARY
SCHOOL, JINDERA**
Including Selection Criteria

Title of Job: Classroom Teacher
Classification: Teacher
Tenure: Full-time

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the school's goals

A classroom teacher at St John's Lutheran School is employed to meet the needs of students in the teacher's care. The teacher will fulfill the roles, accept responsibilities and meet appropriate duties as described within this statement in accordance with the School's Mission Statement, aims and values and the Industrial Agreements.

A teacher at St John's will work within:

- The law applying to teachers;
- School policies, regulations and expectations as outlined in school documents;
- The School Mission Statement, aims and values;
- Industrial Agreements as they apply from time to time;
- Workplace Health and Safety Regulations and other external regulations governing the school.

2. Reporting / Working Relationships

The person will:

- report to the Principal
- work closely with all other staff as required by the Principal
- support and cooperate with parents
- support and work with various Learning Support Teams

3. Extent of Authority

- Develop to finality teaching and learning programmes for students in the class as described in the school policy documents

- Recruit and train volunteers to support particular classroom programmes in consultation with the Principal.
- Manage classroom books and materials budget etc in accordance with guidelines given. All purchase orders to be referred to the Principal for approval prior to lodgment.

4. Statement of Key Outcomes

- Develop and maintain supportive and caring relationships with students.
- Plan and implement a teaching and learning programme based on an inquiry based approach to teaching and learning.
- Engage in regular professional development activities consistent with the goals of the school.
- Use a range of teaching strategies and approaches designed to meet the individual needs of all students.
- Use a range of formative and summative assessment strategies and report to appropriate stakeholders.
- Develop and use a wide range of resources to support the learning programme.
- Develop and seek to maintain harmonious professional relationships with colleagues.
- Establish and maintain relationships with parents/caregivers based on courtesy, mutual trust, respect and open communication.
- Contribute to school organisations and committees.
- Contribute to the wider school curriculum.
- Support the Administrator of the school's Information Technology system, working in close cooperation to identify and resolve technical problems within a specific range of skills and expertise.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

A Classroom Teacher at St John's Lutheran School will...

- be registered by the NSW Institute of Teachers or hold authority in writing from the Board to seek a teaching position
- have satisfactorily completed the appropriate theological study requirements to be accredited as determined by the Board for Lutheran Education Australia or have a willingness to undertake the necessary study to become accredited
- hold a current Certificate in First Aid
- provide evidence of a current police check.

2. Personal Skills, Abilities and Aptitude

A Classroom Teacher at St John's Lutheran School will...

- be a committed practising Christian with a strong Lutheran theological background
- be willing to disclose and bear witness to their own faith as they interact with students and other members of the school community
- be prepared to be actively involved in the non-instructional responsibilities which are part of a developing school
- have a passion for the profession
- believe that all students have the right and ability to learn
- work as part of a team towards the whole school development of a stimulating, supportive, dynamic learning environment designed to meet the needs of every student
- have knowledge of relevant law, regulations, policies and other specific functional knowledge
- have the capacity to explain teaching processes and strategies
- have the knowledge, skills and ability in the area of information communication technology necessary for teaching Primary School children and to be able to programme and communicate within the school (e.g. Submitting work programs and contributions for newsletters etc.)

3. Experience

A Classroom Teacher at St John's Lutheran School will have proven experience and success in the teaching of students in the primary years and demonstrated competence in the following areas...

- **Using and developing professional knowledge**
 - have a sound knowledge of Christian education requirements based on Lutheran doctrine
 - have an understanding and be able to apply current theories regarding the development children in the 0-14 years age range
 - articulate and apply a wide range of teaching strategies

- have the ability to plan, implement, assess and review units of work that are engaging, establish clear, challenging and achievable expectations for students, and develop their sense of control and responsibility for their own learning
 - have the capacity to monitor student progress and provide feedback on that progress to all stakeholders
 - know and be able to use a wide range of strategies for assessing student progress
 - understand how students learn
 - understand the relationship between process and content
 - operate within the framework of the law and regulation, school policies and expectations
 - recognise and value diversity and individual differences in students
 - **expect** every student to succeed
- **Communicating, interacting and working with students and others**
 - communicate effectively with students
 - develop positive relationships with students
 - create a classroom culture that reflects equitable treatment of students
 - respond to the needs, rights and contributions of all students in order to promote equality of educational opportunity
 - have a working knowledge of contemporary practices in student behaviour management and employ strategies which ensure a safe, orderly and success-oriented learning environment
 - take action to eliminate discrimination and harassment among students
 - assist in meeting the needs of students in special situations with access to specialist assistance
 - work cooperatively and collaboratively with teachers, ancillary staff and others
 - establish relationships with parents and others responsible for the care of students based on courtesy, mutual trust, respect and open communication
 - respect parents' and care-givers' rights of inquiry, consultation and information with regard to their children
 - respect family privacy and treat information with an appropriate level of confidentiality
 - communicate with school support staff, other members of the profession and the wider community in a courteous and respectful manner
- **Planning and managing the teaching and learning process**
 - demonstrate a thorough knowledge of subject matter
 - understand the appropriate syllabi
 - be aware of developmentally, socially and culturally appropriate practice
 - facilitate the provision of learning and teaching through purposeful programmes designed to meet the individual needs of all students
 - be receptive to various learning theories and select those most appropriate to match the students' learning circumstances
 - work with the learning support team to meet any special needs of students in collaboration and consultation with the learning support coordinator, parents, principal, volunteers, external agencies and other professionals
 - plan programmes to achieve specific student learning outcomes
 - design teaching programmes to motivate and engage students
 - demonstrate flexibility and responsiveness

- establish clear, challenging and achievable expectations for students
 - foster independent, collaborative and cooperative learning
 - engage the students actively in developing their own knowledge by teaching them to take responsibility for their own learning
 - timetable appropriately for a balanced and coherent curriculum
- **Monitoring and assessing student progress and learning outcomes**
 - know the educational basis and role of assessment in teaching
 - know and use a wide range of assessment strategies
 - take part in student assessment and reporting procedures as per the work programme and principles developed by the school
 - monitor student progress and provide judgment about students' work with reliability, credibility and fairness
 - maintain evaluation records of student progress
 - report on student progress to students, classroom teachers, parents and others responsible for the care of students
- **Reflecting, evaluating and planning for continuous improvement**
 - critically reflect on own practice to improve the quality of teaching and learning
 - review the effectiveness of teaching strategies and teaching and learning programmes and implement and monitor changes as required
 - strive to improve the quality of teaching and learning
 - be involved in professional reading
 - critically evaluate contemporary ideas and practices in teaching
 - seek active membership in professional associations



Job Description and Person Specification is Approved

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/...../.....
 Principal (Print Name)

.....
 (Signature)



Acknowledged by Person selected:

.....
/...../.....
 (Print Name)

.....
 (Signature)



Key Selection Criteria for teaching positions.

Your letter and application needs to address the following criteria:

1. Committed Christian

- As we are a Lutheran (Christian) Primary school, it is important to us that applicants be a committed practising Christian with support for Lutheran theology.
- Applicants must also be willing to support the Mission of St John's Lutheran Primary school and actively and publicly promote and support the School, its mission, vision and values;

2. Capable and enthusiastic teacher, willing to learn and develop their craft, including:

- Must have the appropriate Teaching qualifications as recognised by the NSW Institute of Teachers.
- Demonstrate exemplary teaching skills, knowledge of relevant key learning areas and monitoring strategies which enable students to achieve their full potential.
- Demonstrated capacity to promote the growth of quality teaching and learning incorporating the teaching of literacy and numeracy skills throughout the school in accordance with the goals and priorities as established by the school strategic plan
- Demonstrated high level organisational skills and the capacity to respond to current educational initiatives and priorities.
- Demonstrated high level interpersonal skills, communication skills and professional behaviour when relating to parents, teachers, students and the wider community.
- Can successfully apply assessment and reporting strategies that take into account the relationship between teaching, learning and assessment.
- Can incorporate new learning technologies into the classroom program to support key learning areas and a capacity to respond at the school level to emerging educational needs and priorities.

3. Work and plan together as a team

- Demonstrated commitment and capacity to plan and work together as a team both across year levels and in association with whole school programs.
- Demonstrated commitment and capacity to actively contribute to a broad range of school activities as a member of a school team.

4. Other knowledge or skills

- Current First Aid certificate
- Knowledge / experience in use of Interactive Whiteboards.
- Level of experience/skills in using technology to enhance teaching and learning.
- Additional qualities and skills as listed by the applicant.

5. Personal attributes

- Enthusiastic, willing to learn.
- Will fit the existing team of people at St John's
- Strong work ethic and willingness to do what it takes to help the school to continuously improve and achieve high levels of excellence in programs and activities.

6. Satisfactory references

- Inclusion of three recent referees/references who can attest to your abilities and character – **including at least one referee / reference from a Pastor.**

Please note:

1. Key Selection Criteria are based on the requirements and description of the position (as listed above) and therefore any written applications must specifically identify their experience, skills, knowledge and abilities within their written application.
2. The Recruitment & Selection Panel, with reference to the demonstrated merit of applicant's claims as detailed in the written application, will determine their suitability for short listing to interview. If applicants do not meet or do not demonstrate their claims sufficiently within their written application the Recruitment & Selection Panel may exclude such applications from any further consideration.
3. It is essential that applicants describe, complete with examples, how they meet or exceed each of the Key Selection Criteria.

APPLICATIONS SHOULD BE ADDRESSED 'CONFIDENTIAL' AND SENT TO:

The Principal
154 Adams St,
Jindera NSW 2642

Applications will be accepted by email.
Email: admin@stjls.nsw.edu.au

Applications close: TUESDAY 29th AUGUST at 2pm and must be received at the school by that time and date.