

# Role Description

<b>Position Title</b>	<b>Classroom Teacher</b>	<b>Direct reports</b>	N/A
<b>Department</b>	Teaching	<b>Classification</b>	Level 1-11
<b>Responsive to</b>	Deputy Principal	<b>Employment Status</b>	Refer to Contract

## The Organisation

At Christ Church Grammar School we inspire and ignite hearts and minds.

Our school was founded in 1898 and is a leading inner city, independent, Anglican, coeducational primary school that provides an outstanding education for children through until Year 6.

Our breadth and depth of expertise makes us unique.

## Our Vision

We aspire to be the leading coeducational school for children through to Year 6.

## Our Mission

- We embrace explicit, evidence-based learning
- We enable every child to be their best
- We ensure our children learn in an environment grounded by love and faith
- We foster caring, supportive and enduring relationships with children, families and the community.

## Our Values

- Cherish individuality
- Inspire excellence
- Think globally
- Show respect
- Have faith

All we do is embedded in respect, integrity, empathy and courage.



## Values Statements

### **Cherish individuality**

*Through acknowledgement and acceptance of all children's individuality, learning is personalised. Diversity is celebrated and everyone's uniqueness is appreciated. Staff, parents and children at our school are cherished and valued. We develop and nurture trusting relationships based on respect and honesty.*

### **Inspire excellence**

*Inspiring excellence means to be, do and give of our best in all aspects of school life. We believe in setting high standards and we have a passion for what we do. We trust in each other and have faith. Professional collaboration and teamwork are key components to continual improvement and high standards. Communication, knowledge and support for parents and teachers are vital elements of our school life.*

### **Think globally**

*We embrace open dialogue within and beyond our school. We accept and understand connectedness and our curriculum embraces the exploration of other cultures. We constantly strive to make multi-faceted connections with the broader community and we are committed to having the capacity to extend our reach beyond the boundaries of the school.*

### **Show respect**

*We treat others how we would like to be treated and look after our environment. We model, show and expect respect in all aspects of school life. We believe that our expectations must be consistent and that people should feel comfortable to have open conversations in order to achieve great outcomes.*

### **Have faith**

*We embed the Anglican faith into our daily practice and interactions. We also acknowledge and respect other faiths. We believe in fostering a culture of respect and faith and we have faith in all members of our community.*

## **Your Team**

The role of the Christ Church Grammar School Classroom Teacher is to facilitate the achievement of the school's objectives by developing and delivering responsive and contemporary high-quality education to the children.

### **Your Role**

As an educator, you are expected to be an active member of a team which provides high quality education and care to students at the school. This includes:

- Actively supporting the school's Vision, Mission and Values statements
- Implementing the policies and associated procedures of the school at all times
- Developing strong educational relationships with children at the school
- Fostering highly professional relationships that support and partner with families within the school community and
- Working collaboratively with other staff towards continuous improvement in all areas of the school's operations, especially the delivery of literacy and numeracy programs

## **Key Responsibilities**

### **Teaching Practice**

The role of the Classroom Teacher includes the following responsibilities:

- Work proactively within a collaborative team
- Prepare and present an outcome focused curriculum based on the Australian Curriculum documents
- Complete differentiated weekly programming planners, including evaluative comments
- Use Information and Communication Technologies to present engaging and challenging learning experiences
- Plan and present learning experiences that are student centred and outcomes focused
- Closely monitor student progress and maintain up-to-date student records on each student's learning
- Communicate student progress to parents through weekly work samples or assessments,

students' books and assessment, interviews and formal semester reports

- Facilitate appropriate individualised remediation and extension activities as required
- Ensure that all documents are prepared and presented in a professional format in keeping with school practice and that high standards of spelling, grammar and punctuation are maintained

### Pastoral Care

All staff have pastoral responsibilities within the school. The key tasks of each Classroom Teacher include:

- Knowing each student as:
  - An individual (eg medical history and problems, likes/dislikes and interests)
  - A member of a family
  - A member of the school (academic ability and progress, involvement in games, c-curricular activities)
- Develop an open relationship based on mutual trust with the students
- Monitor each student's progress
- Monitor each student's behaviour development and being aware of any circumstances which lead to poor or erratic behaviour
- Monitor each student's attendance patterns and report matters of concern to the Head of School (Operations)
- Develop and maintain open lines of communication with parents
- Attend and participate in staff meetings, assemblies and Chapel
- Attend school-organised activities

### Cocurricular program

- Coach sporting teams and/or contribute to the school's c-curricular program
- Take an active role in the cocurricular program as appropriate to your full-time equivalence
- Ensure all activities are pursued in a manner consistent with the school's values
- Encourage students to be active participants in the cocurricular program offered
- Keep accurate records of students' attendance and performance in cocurricular activities
- Ensure adequate levels of supervision and standards of behaviour during activities
- Ensure the necessary equipment is available and maintained

### Spirituality

- Behave in a way that is in sympathy with the school
- Support the work of the Chaplain by attending Chapel and the exploration of spiritual themes within the classroom
- Recognise a spiritual search for meaning as an essential element of our common humanity

### Professional Development

- Attend the School's mandatory professional development courses that are a pre-requisite for teaching at the school. Examples of such courses include grammar PD (16 hours), in their own time on school holidays or after school if commencing their role at the School after the school's set training dates
- Complete the Mandatory Reporting online module before commencement or within one week of appointment
- Participate in the school's induction days before commencement
- Keep up to date with curriculum and resource development
- Maintain adequate technology competencies relevant to teaching
- Attend appropriate seminars and courses
- Participate in subject or area association meetings as appropriate
- Maintain relationships with professional associations
- Participate in and contribute to the school's professional development programs
- Participate in the school's professional development and review process
- Participate in the development and evaluation of curriculum, programs and resources for the implementation of the curriculum

## Service and Teamwork

- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- Maintain professional confidentiality concerning information about staff and/or students

## Performance Feedback

Participate in the school's Annual Appraisal System.

## Child Safety

All personnel working at the school in any capacity (including volunteers, contractors, teaching staff, administrative staff etc.) must be aware of the Child Safe Standards as outlined in Ministerial Order 870 and must comply with the school's policies and practices related to these.

## Other

Working with Children Check  
The school is a smoke-free environment  
Other general conditions as per the EBA for Teaching Staff

## Environment, Health and Safety

1. Comply with the school's OH&S policies and procedures
2. Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to their Manager
4. Participate in meetings, training and other environment, health and safety activities
5. Not willfully place at risk the health or safety of any person in the work place
6. Not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperate with the school, in relation to activities taken by the school to comply with OH&S and environmental legislation

## Equity, Diversity and Inclusion

1. Model and promote appropriate behaviour in relation to equity and diversity principles and practices
2. Embrace the school's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training.

## Your Relationships

Your role requires interaction with the following stakeholders:

### Internal

- Principal
- Deputy Principal
- Head of Early Years
- Head of Individual Differences
- Head of Sport
- Teaching staff
- Business Staff
- Leadership Team

### External

Parents of students

## Key Selection Criteria

Experience, knowledge and Skills

As a **suitable** candidate, you will have:

### Teaching

- An engaging delivery style that stimulates and educates students

### Relationships

- The ability to build trusting and respectful relationships with students, parents, peers and other staff

### Teamwork

- The ability to work as part of a team and independently

### Professionalism

- Punctuality and flexibility
- Ability to work under pressure and to deadlines
- The ability to maintain confidentiality
- The ability to represent the school at a professional level

### Problem Solving

- Problem solving and decision-making skills

### Interpersonal Skills

- Effective communication and interpersonal skills to develop and sustain quality working relationships time management
- Effective planning and time management skills
- The ability to prioritise
- Ability to show initiative and to be proactive

### Technology

- Competent technology skills relevant to the teaching areas

## Workplace Behaviours

In your role, you are expected to adhere to the School's Behaviours which are listed below:

### Courage *our team...*

- Admit mistakes
- Have honest conversations
- Believe in themselves and each other
- Stretch beyond their comfort zone
- Are prepared to do things that are not always easy
- Take action, where needed
- Resolve issues
- Enact our values and convictions
- Take risks
- Have zero tolerance to bullying

### Integrity *our team...*

- Do the right thing, even when no-one is watching
- Are honest and truthful
- Support each other
- Are objective and open
- Live our values
- Honour their word – if we make a promise, we keep it

### Respect *our team..*

- Are honest with each other
- Appreciate opportunity
- Are kind to each other
- Are accountable – we follow through
- Take pride in what we do
- Include everyone
- Support each other
- Value differences
- Look after the property of others
- Listen and acknowledge each other's opinions
- Have an open mind
- Acknowledge effort
- Value confidentiality

### Empathy *our team*

- Listen and acknowledge each other
- Help each other
- Are authentic and genuine
- Are respectful and care deeply
- Do what we say that we are going to do

### Classification Description

In accordance with the Christ Church Grammar School's Enterprise Bargaining Agreement (EBA) 2018-2021 or subsequent agreement.

### Declaration

I \_\_\_\_\_ (name) acknowledge that I have read and understood the **Classroom Teacher** role description which forms part of my employment contract from the date of issue.

I accept that the role description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_