POSITION: PRIMARY TEACHER

Directly Responsible to the Primary Coordinator

Duties:

• Teach classes as required
• Playground and bus duties as per rostered arrangement
• Attendance at parent/teacher interviews as arranged by the Principal
• Attendance at rostered staff meetings
• Attendance at school information nights and other occasional events when required
• Supervision of extra-curricular activities (eg. sport teams) if required
• Work professionally in abiding by the systems and procedures of the school
• Active involvement in a local Protestant church
• Maintain your personal Christian lifestyle to keep in line with the school vision
• Manage relevant budgets allocated
• Keep accurate records of student progress
• Fulfil the reporting requirements by the due dates given
• Maintain accreditation with BOSTES
• Other duties that may be required from time to time by the Principal, (eg. school camps)

Personal/Professional Growth:

• Continually develop a greater understanding of the nature and purpose of Christ-centred education
• Attend and participate in relevant professional development in order to provide best practice education to students
• Provide and receive written and verbal feedback to other teachers regarding their classroom practice

Curriculum Development:

• Prepare and maintain the teaching programs for classes taught
• Collaboratively plan scope and sequences, teaching programs and assessment as required

Student Welfare:

• Keep the Principal/Primary Coordinator informed of the needs and progress of students
• Discipline and counsel students in the school as the need arises
• Liaise with parents concerning the welfare of their children