



## **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
- Attendance at rostered staff meeting
- 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