



Position Description

Primary Teacher

KingsView School is a Year 1-8 state integrated school with a Christian special character and hence all of our staff are expected to be Christian, attend a local church and participate fully in the devotional nature of the school.

Person Specifications:

The successful applicant will:

- Be skilled and passionate in teaching primary students.
- Be an excellent classroom practitioner and up to date with modern pedagogy.
- Be up to date with modern assessment techniques.
- Be highly competent digitally.
- Have high communication skills and good basic grammar.
- Relate to, and consistently attend, a local Christian church.
- Communicate effectively both in written and verbal contexts.
- Work cooperatively in teams.
- Accept and recognise a responsibility to maintain and uphold the Special Character of the School.
- Demonstrate and role model Christian character by the way they relate to students, parents, staff and school administrators.
- Understand and abide by Our Code, Our Standards.

Key roles:

- Christian curriculum development and implementation.
- Monitor and maintain assessment of student's learning in all areas.
- Use a variety of teaching techniques to meet the learning needs of students.
- Maintain class routines and a working atmosphere and environment that provides opportunity for effective learning.
- Consider each child's unique gifts and encourage and develop these God given qualities to the best of their ability.
- Establish effective relationships with students and their families.
Encourage and praise students to develop a positive and safe learning environment.
- Establish clear standards of acceptable behaviour and consistently and fairly apply these within the philosophy, policy and procedures of the school.
- Provide an interesting and stimulating classroom programme.
- Maintain all administrative functions, school policies and procedures as required by the Principal.

- Maintain training in the unique philosophy of education of the school and take part in the school's curriculum development programme. Up-skill teaching knowledge on an on-going basis.
- Take part in the Performance Appraisal process within the school.
- Take responsibility for the development of curriculum areas as negotiated between the Principal and the staff.
- Maintain confidentiality in regards to other students, parents and staff when communicating with others.

	Key Tasks	Outcomes	Expected Results
A d m i n i s t r a t i o n	Organisation	An environment for effective learning is established and maintained.	<ul style="list-style-type: none"> ● Planning such as unit / lesson plans, weekly timetable and term plans are available at all times. ● Lessons are organised.
	Plan	Familiarity with and effective use of available resources and pedagogy to support students.	<ul style="list-style-type: none"> ● Digital resources including those on our google drive, online (inlc. subscriptions) as well as physical resources from the Resource Room are utilized as appropriate. ● Lessons are differentiated to meet the needs of all learners.
	Assess	Keep accurate records for students, the School and the Ministry of Education.	<ul style="list-style-type: none"> ● Student information and data (including pastoral data) is accurate and available to other staff on the SMS. ● Paper-based information is located in student files and shared with appropriate people. ● Maintain an up-to-date register of students' educational needs. ● ● Ensure that students, parents and teachers are kept informed of progress and any issues with the pastoral, social and academic development of students.
	Meetings	Attend and actively participate in meetings.	<ul style="list-style-type: none"> ● Staff, parents and students are informed and supported as necessary. ● Effective communication with students, parents and staff. ● Attend and run staff meetings as required. ● Professionally attend Individual Education Plan (IEP) meetings ● Meet with parents, teachers and students as

			required.
	Student Support Programmes	Engage in student support programmes.	<ul style="list-style-type: none"> Teachers and students understand the features of effective classroom instruction and management. School-wide practice in identifying and adopting evidence-based practices is further developed. Strategies to increase appropriate and decrease inappropriate behaviour of students are developed and implemented including use of PB4L.
C l a s s r o o m	Physical Environment	Tidy, well organised classroom environment conducive to quality teaching and learning.	<ul style="list-style-type: none"> Classroom layout is purposeful. Resources are accessible. The health and safety of staff and students is paramount. Classroom resources including posters and devices are available, up to date and visually appealing.
	Class culture	A positive, inclusive classroom culture which celebrates our R.I.C.H values.	<ul style="list-style-type: none"> Teaching and learning is the main priority. A classroom culture which identifies each child's gifts and talents is evident. Each child is valued as a unique, God given gift.
C o m m u n i c a t i o n	Communication	Communication is clear, concise and consistent.	<ul style="list-style-type: none"> Communication with outside agencies, parents and staff Support teaching and support staff in differentiation of curriculum materials to support learning in reading, writing and mathematics Liaise with outside agencies as applicable Maintain a working knowledge of current issues and best practice in special education Provide professional learning and development support for support staff and teachers of students with identified special education needs
P r o f D e v	Professional Learning and Development	Actively participate in Professional Development and implement in teaching practice.	<ul style="list-style-type: none"> Use professional learning opportunities to improve and develop understanding of best practice in education. Maintain a working knowledge of current issues and best practice in education Lead internal and external Professional Development as required. Share Professional Development experience with staff when back onsite.

Acceptance

I am pleased to accept the discussed Job Description of Primary Teacher at KingsView School.

Name _____

Signature _____ **Date** _____

Signature _____ **Date** _____