

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. <ul style="list-style-type: none"> • 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

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	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. <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	Class culture	A positive, inclusive classroom culture which celebrates our R.I.C.H values.	
	Communication	Communication is clear, concise and consistent.	
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. <ul style="list-style-type: none"> • 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** _____