



## Position Details

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Band 1, Step 2-10 depending on experience and qualification

## Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The ELC Teacher position is based at Sunrise Christian School Early Learning Centre [and is accountable to the ELC Director.

## Position Overview

<b>Position Summary</b>	<p>A teacher’s primary role is to be a Christ-like model to the students. The product of this modelling relies on firstly a commitment to Christ and secondly to His people through local fellowship.</p> <p>This commitment to Christ will be demonstrated in the daily tasks and duties performed by the teacher. The subsequent attitudes will be similar to the expectations outlined in Timothy 3.</p> <p>The secondary role is to teach from a Biblical framework. The teaching will be based on the Adelaide Christian Schools, Authentic Christian Transformation model for teaching.</p> <p>The position will be reviewed as the roles change and will be appraised on a regular basis.</p>
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<b>Reporting / Working Relationships</b>	<ul style="list-style-type: none"> <li>Teachers are accountable to and under the direction of the Director.</li> <li>Teachers should maintain and foster positive relationships with all staff.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Some out of hours work may be required</li> <li>Attendance at Professional Development as required</li> </ul>

## Key Responsibilities

<b>KEY RESPONSIBILITIES</b>	<b>RELATED TASKS</b>
<b>General Responsibilities</b>	<p>A teacher at an ACS school will:</p> <ul style="list-style-type: none"> <li>Be professionally responsible for the application of pedagogic and framework knowledge and skills for the educational benefit and pastoral care of children in their charge</li> <li>Be a highly professional teacher who actively pursues excellence</li> <li>Demonstrate the highest standards of personal presentation, preparation for teaching and learning, punctuality and student management. Building positive relationship with students, parents and colleagues is an essential component of their obligation in living in the body of Christ</li> <li>Be expected to implement programs, undertake administrative duties, participate in the pastoral care and co-curricular programs and care for the overall well-being of children.</li> <li>Support and promote the Mission &amp; Vision Statement and the Aims and Philosophies of the ELC.</li> <li>Be directly responsible to the Director and will be expected to take on any other duty as allocated by the Director.</li> </ul>
<b>Teaching and Learning</b>	<p>A teacher at an ACS school will:</p> <ul style="list-style-type: none"> <li>Demonstrate and promote excellence in teaching</li> </ul>



# Job & Person Specification: ELC Teacher

	<ul style="list-style-type: none"><li>• Fulfil the ELC's planning and programming expectations</li><li>• Effectively implement Early Years Learning Framework</li><li>• Establish a learning environment which is engaging, focused and pleasant in order to reflect the ELC's values and ethos</li><li>• Apply student management strategies consistent with the Student Behaviour Policy in order to provide a positive and effective learning environment</li><li>• Develop appropriate teaching methodologies, content and learning experiences in harmony with the ELC's philosophy to meet a range of abilities and learning styles</li><li>• Put structures in place to facilitate well presented, orderly and properly maintained learning areas.</li></ul>
<b>Assessment and Reporting</b>	<p>A teacher at an ACS school will:</p> <ul style="list-style-type: none"><li>• Assess children's progress in line with agreed policies and procedures</li><li>• Adhere to all EYLF requirements where appropriate</li><li>• Help to create common and shared teaching resources</li><li>• Adhere to the ELC's assessment schedules</li><li>• Initiate contact with parents, as appropriate, concerning a child's academic progress and behaviour to maintain a level of communication between home and ELC</li><li>• Conduct regular parent teacher interviews to help the communication with parents</li><li>• Respond promptly to child and parent enquiries</li><li>• Utilise an appropriate range of evaluation, assessment and reporting techniques in line with the assessment policy of the ELC.</li></ul>
<b>Campus Faculty Involvement</b>	<p>A teacher at an ACS school will:</p> <ul style="list-style-type: none"><li>• Maintain a knowledge of developments in the Early Childhood field</li><li>• Contribute to the activities of the Campus/Faculty at Director's discretion</li></ul>



# Job & Person Specification: ELC Teacher

	<ul style="list-style-type: none"><li>• Attend and participate in discussion at Campus/Faculty Meetings</li><li>• Adhere to the Campus/Faculty's objectives and priorities</li><li>• Contribute to the development, implementation and evaluation of framework</li><li>• Participate in excursions, competitions and other relevant curricular activities</li><li>• Contribute to the creation of Faculty budgets when appropriate</li></ul>
<b>Professional Responsibilities</b>	<p>A teacher at an ACS school will:</p> <ul style="list-style-type: none"><li>• Communicate all matters of any social concerns regarding students to Director as appropriate remembering that each teacher is a mandated notifier</li><li>• Understand and apply the Student Protection Policy</li><li>• Carry out the role of mandated notifier when required</li><li>• Communicate all matters of any learning concerns regarding students to the Director and other staff as appropriate</li><li>• Fulfil the responsibilities of supervisory duties and ratio requirements</li><li>• Be involved in a process of constant reflective evaluation and goal-setting for their own professional growth as a teacher</li><li>• Undertake an appraisal process following the ELC's guidelines</li><li>• Attend staff meetings</li><li>• Actively participate and assist in the conduct of Open Days and special events</li><li>• Attend whole-school community events and other events in the life of the school.</li><li>• Ensure the good order and maintenance of ELC and school property and facilities</li><li>• Participate in professional development provided by the ELC and/or other organisations</li></ul>



## Person Specification

### Essential Minimum Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Must possess a minimum Bachelor of Early Childhood Education (or equivalent).</li></ul>
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• Current registration to teach in a school in South Australia</li><li>• Sexual Harassment Awareness Training</li><li>• Protective Practices Training</li><li>• Current First Aid and CPR certificates</li><li>• Food Safety Training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in ministering the Word of God and in preparation of devotional material</li><li>• Involvement in a personal professional development program</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of the range of teaching methodologies necessary for the teaching for the appropriate range of learning styles</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to teach</li><li>• Ability to work with people</li><li>• Proven ability to communicate effectively verbally and in writing</li><li>• Growth Mindset</li></ul>



# Job & Person Specification: ELC Teacher

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li> <li>• A mature faith and active involvement in a local church.</li> <li>• A proven lifestyle founded on Biblical Christian principles.</li> <li>• A life that demonstrates the indwelling of the Holy Spirit.</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> </ul>
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## Desirable Characteristics

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous teaching experience in a similar Christian Early learning Centre would be an advantage</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to enrol school-aged children in the school or ELC.</li> </ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by:   
Executive Director Sunrise Christian School ELC

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_