



**POSITION DETAILS**

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Band 1 Step 3-11, 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.

**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>
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"> <li>Teachers are accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students, and community members.</li> </ul>



	<ul style="list-style-type: none"> <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>
General responsibilities	<p>A Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li>Plan, prepare and deliver quality and effective teaching and learning programs which are consistent with the Australian Professional Standards for Teachers; and relevant syllabi, curriculum policies, work programs and educational trends.</li> <li>Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the school and other relevant statutory authorities.</li> <li>Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices.</li> <li>Assess students (diagnostic, formative and summative) for developmental, feedback and reporting purposes.</li> <li>Maintain students' records and samples of work and report on student performance to students, parents and other stakeholders as required.</li> <li>Participate in the collaborative development and evaluation of curriculum (the sum total of all learning experiences) and regularly monitor, through observation and evaluation, the effectiveness of the learning / teaching program.</li> <li>Establish and maintain appropriate interpersonal relationships between the school and community in accordance with the school's policies and ethos.</li> <li>Be professionally responsible for the application of pedagogic and curriculum knowledge and skills for the</li> </ul>



	<p>educational benefit and pastoral care of students in their charge</p> <ul style="list-style-type: none"> <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 relationships with students, parents and colleagues is an essential component of their obligation in living in the body of Christ</li> <li>• Teach classes, undertake administrative duties, participate in pastoral care and co-curricular programs, and care for the overall wellbeing of students</li> <li>• Support and promote the Mission &amp; Vision Statement and the Aims and Philosophies of the School</li> <li>• Be directly responsible to the Principal, or his/her delegate and take on any other duty as allocated by the Principal.</li> </ul>
<p>Teaching and Learning</p>	<p>Within the context of the role described above, a Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li>• Demonstrate and promote excellence in teaching</li> <li>• Fulfil the school's planning and programming expectations</li> <li>• Fulfil the school's marking and bookwork expectations</li> <li>• Effectively teach the prescribed syllabus</li> <li>• Establish a classroom environment which is engaging, focused, and pleasant to reflect the school's values and ethos</li> <li>• Apply student management strategies consistent with the Student Behaviour Policy to provide a positive and effective learning environment</li> <li>• Develop appropriate teaching methodologies, content and learning experiences in harmony with the school's philosophy to meet a range of abilities and learning styles</li> <li>• Facilitate appropriate remediation and extension activities for students</li> <li>• Put structures in place to facilitate well presented, orderly, and properly maintained classrooms and teaching areas within the school or department</li> </ul>
<p>Assessment and Reporting</p>	<p>A Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li>• Assess students' work and grade students' performance accurately and promptly in line with agreed policies and procedures</li> </ul>



	<ul style="list-style-type: none"> <li>• Adhere to all SACE requirements where appropriate</li> <li>• Help to create common and shared teaching resources</li> <li>• Adhere to the school assessment schedules</li> <li>• Initiate contact with parents, as appropriate, concerning a student's academic progress and behaviour to maintain a level of communication between home and school</li> <li>• Conduct regular parent-teacher interviews to help with the communication to parents</li> <li>• Respond promptly to student and parent enquiries</li> <li>• Contribute to decisions on the academic promotion of students in their class or subject</li> <li>• Utilise an appropriate range of evaluation, assessment, and reporting techniques in line with the assessment policy of the school</li> </ul>
<p>School Faculty Involvement</p>	<p>A teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li>• Maintain a knowledge of developments in own grade/subject area</li> <li>• Contribute to the activities of the School</li> <li>• Attend and participate in discussion at School Meetings</li> <li>• Adhere to the School's objectives and priorities</li> <li>• Contribute to the development, implementation, and evaluation of curriculum</li> <li>• Participate in excursions, competitions, and other relevant curricular activities</li> <li>• Contribute to the creation of School budgets when appropriate</li> </ul>
<p>Professional Responsibilities</p>	<p>A teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li>• Communicate all matters of any social concerns regarding students to the Principal 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 Principal and the Diverse Education Coordinator as appropriate</li> <li>• Fulfil the responsibilities of yard duty and other supervisory duties</li> <li>• Accurately record attendances at class and maintain the roll in good order</li> </ul>



	<ul style="list-style-type: none"> <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 school'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 school property and facilities</li> <li>• Participate in professional development provided by the school and/or other organisations</li> </ul>
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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary degree</li> <li>• Current registration to teach in a school in South Australia</li> <li>• Responding to risks of harm abuse and neglect in education and care training (RRHAN-EC)</li> <li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to teach effectively</li> <li>• High level of interpersonal, conflict resolution and communication skills</li> <li>• The ability to work with all levels of staff and management</li> <li>• Proven capacity to think and act innovatively</li> <li>• Proven ability to communicate effectively both verbally and in writing.</li> <li>• Proven ability to work as a member of a team in a manner that fosters the support and co-operation of team members</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour.</li> <li>• A mature faith and active involvement in a local church.</li> </ul>



	<ul style="list-style-type: none"> <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>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience in student behaviour management</li> <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 teaching the appropriate range of learning styles</li> </ul>

**DESIRABLE CHARACTERISTICS**

<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Willingness to enrol school-aged children in the school</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous teaching experience in a similar Christian school would be an advantage</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 Manager Corporate Services 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: \_\_\_\_\_ Date \_\_\_\_\_  
Principal Sunrise Christian School

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