

## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Band 1 Step 3-11, depending on experience and qualification

## JOB SPECIFICATION

### POSITION OVERVIEW

<b>Position Summary</b>	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.  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.  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.
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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> <li><input type="checkbox"/> Teachers should maintain and foster positive relationships with all staff.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Some out of hours work may be required</li> <li><input type="checkbox"/> Attendance at Professional Development as required</li> </ul>

## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
General responsibilities	<p>A Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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><input type="checkbox"/> Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the school and other relevant statutory authorities.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Assess students (diagnostic, formative and summative) for developmental, feedback and reporting purposes.</li> <li><input type="checkbox"/> Maintain students' records and samples of work and report on student performance to students, parents and other stakeholders as required.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Establish and maintain appropriate interpersonal relationships between the school and community in accordance with the school's policies and ethos.</li> <li><input type="checkbox"/> Be professionally responsible for the application of pedagogic and curriculum knowledge and skills for the educational benefit and pastoral care of students in their charge</li> <li><input type="checkbox"/> Be a highly professional teacher who actively pursues excellence</li> <li><input type="checkbox"/> 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> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teach classes, undertake administrative duties, participate in pastoral care and co-curricular programs, and care for the overall wellbeing of students</li> <li><input type="checkbox"/> Support and promote the Mission &amp; Vision Statement and the Aims and Philosophies of the School</li> <li><input type="checkbox"/> Be directly responsible to the Principal, or his/her delegate and take on any other duty as allocated by the Principal.</li> </ul>
Teaching and Learning	<p>Within the context of the role described above, a Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate and promote excellence in teaching</li> <li><input type="checkbox"/> Fulfil the school's planning and programming expectations</li> <li><input type="checkbox"/> Fulfil the school's marking and bookwork expectations</li> <li><input type="checkbox"/> Effectively teach the prescribed syllabus</li> <li><input type="checkbox"/> Establish a classroom environment which is engaging, focused, and pleasant to reflect the school's values and ethos</li> <li><input type="checkbox"/> Apply student management strategies consistent with the Student Behaviour Policy to provide a positive and effective learning environment</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Facilitate appropriate remediation and extension activities for students</li> <li><input type="checkbox"/> Put structures in place to facilitate well presented, orderly, and properly maintained classrooms and teaching areas within the school or department</li> </ul>
Assessment and Reporting	<p>A Teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess students' work and grade students' performance accurately and promptly in line with agreed policies and procedures</li> <li><input type="checkbox"/> Adhere to all SACE requirements where appropriate</li> <li><input type="checkbox"/> Help to create common and shared teaching resources</li> <li><input type="checkbox"/> Adhere to the school assessment schedules</li> <li><input type="checkbox"/> 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> </ul>

# JOB & PERSON SPECIFICATION: TEACHER

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct regular parent-teacher interviews to help with the communication to parents</li> <li><input type="checkbox"/> Respond promptly to student and parent enquiries</li> <li><input type="checkbox"/> Contribute to decisions on the academic promotion of students in their class or subject</li> <li><input type="checkbox"/> Utilise an appropriate range of evaluation, assessment, and reporting techniques in line with the assessment policy of the school</li> </ul>
School Faculty Involvement	<p>A teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a knowledge of developments in own grade/subject area</li> <li><input type="checkbox"/> Contribute to the activities of the School</li> <li><input type="checkbox"/> Attend and participate in discussion at School Meetings</li> <li><input type="checkbox"/> Adhere to the School's objectives and priorities</li> <li><input type="checkbox"/> Contribute to the development, implementation, and evaluation of curriculum</li> <li><input type="checkbox"/> Participate in excursions, competitions, and other relevant curricular activities</li> <li><input type="checkbox"/> Contribute to the creation of School budgets when appropriate</li> </ul>
Professional Responsibilities	<p>A teacher at Sunrise Christian School will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate all matters of any social concerns regarding students to the Principal as appropriate, remembering that each teacher is a mandated notifier</li> <li><input type="checkbox"/> Understand and apply the Student Protection Policy</li> <li><input type="checkbox"/> Carry out the role of mandated notifier when required</li> <li><input type="checkbox"/> Communicate all matters of any learning concerns regarding students to the Principal and the Diverse Education Coordinator as appropriate</li> <li><input type="checkbox"/> Fulfil the responsibilities of yard duty and other supervisory duties</li> <li><input type="checkbox"/> Accurately record attendances at class and maintain the roll in good order</li> <li><input type="checkbox"/> Be involved in a process of constant reflective evaluation and goal-setting for their own professional growth as a teacher</li> <li><input type="checkbox"/> Undertake an appraisal process following the school's guidelines</li> <li><input type="checkbox"/> Attend staff meetings</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Actively participate and assist in the conduct of Open Days and special events</li> <li><input type="checkbox"/> Attend whole-school community events and other events in the life of the school.</li> <li><input type="checkbox"/> Ensure the good order and maintenance of school property and facilities</li> <li><input type="checkbox"/> Participate in professional development provided by the school and/or other organisations</li> </ul>
--	--

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Relevant tertiary degree</li> <li><input type="checkbox"/> Current registration to teach in a school in South Australia</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrated ability to teach effectively</li> <li><input type="checkbox"/> High level of interpersonal, conflict resolution and communication skills</li> <li><input type="checkbox"/> The ability to work with all levels of staff and management</li> <li><input type="checkbox"/> Proven capacity to think and act innovatively</li> <li><input type="checkbox"/> Proven ability to communicate effectively both verbally and in writing.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> An ongoing commitment to the Lord Jesus Christ as Lord and Saviour.</li> <li><input type="checkbox"/> A mature faith and active involvement in a local church.</li> <li><input type="checkbox"/> A proven lifestyle founded on Biblical Christian principles.</li> <li><input type="checkbox"/> A life that demonstrates the indwelling of the Holy Spirit.</li> <li><input type="checkbox"/> A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> </ul>

	<input type="checkbox"/> A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.
<b>EXPERIENCE</b>	<input type="checkbox"/> Proven experience in student behaviour management <input type="checkbox"/> Demonstrated experience in ministering the Word of God and in preparation of devotional material <input type="checkbox"/> Involvement in a personal professional development program
<b>KNOWLEDGE</b>	<input type="checkbox"/> Understanding of the range of teaching methodologies necessary for teaching the appropriate range of learning styles

## DESIRABLE CHARACTERISTICS

<b>PERSONAL ATTRIBUTES</b>	<input type="checkbox"/> Willingness to enrol school-aged children in the school
<b>EXPERIENCE</b>	<input type="checkbox"/> Previous teaching experience in a similar Christian school would be an advantage

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