JOB DESCRIPTION

Job Title:	**Teacher (Primary)**
Reports to:	Head of Campus, Deputies of Primary
Direct Reports:	n/a
Section of School:	Primary School
Liaises with:	All Primary School Staff and community

St Stephen's School Vision	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based.
St Stephen's School Values	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Learning • Faith • Care • Service • Community
Position Summary	Teaching staff are part of an energetic and dedicated team that support the learning of the children in their care. Primary Classroom Teachers must have an understanding of the Australian Curriculum as presented by Western Australia and apply the associated methodologies in in their teaching practices. They are required to have involvement in teaching literacy and numeracy and a proven ability to teach from Pre Kindy to Year 6. All Teachers must fulfil the 'Proficient Levels" in all of the AITSL Australian National Standards for Teachers. To provide a caring and exceptional educational environment for all students within a specific class during an academic year Teachers report directly to the Head of Campus who in turn reports directly to the Principal of St Stephen's School and is a member of the Executive Team.

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Key Responsibilities and Tasks:	**TEACHING** • Establish expectations for each student which are clear, challenging and achievable. • Generate student interest, enthusiasm and motivation and make learning meaningful. • Demonstrate thorough preparation and purposeful planning which caters for the differing needs of students. • Use a range of effective strategies to support student learning and thinking. • Use effective management which provides a teaching climate conducive to learning. • Use a range of diagnostic and formative assessment processes to monitor student performance. • Maintain effective communication with students and parents concerning each student's learning program and progress. • Demonstrate awareness of the particular educational needs of different groups of students and the capacity to develop strategies to meet these needs. **RELATIONSHIPS WITH STUDENTS** • Foster in students an active and positive attitude to learning which generates mutual respect between teacher and learner. • Build confidence and self-esteem in students. • Show care for students and caters for their emotional needs. • Cater for students' spiritual needs. **PROFESSIONALISM and TEAM WORK** • Work collaboratively and communicate effectively with colleagues (including Heads of Learning, teachers, LAs, etc.), sharing ideas and solving problems. • Support and show care for colleagues. • Maintain positive and supportive interactions with parents and visitors • Work as a cooperative member of the team ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled • Adhere to School teaching and OH&S regulations and policies • Attend team and school meetings where necessary • Assist in planning and hosting relevant information events throughout the year • Maintain student, staff and parent confidentiality • Contribute to the co-curricular program of the School as required **COMMUNICATION WITH PARENTS AND THE WIDER COMMUNITY** • Consult and advises parents regarding individual students. • Foster constructive relationships between the School and the community. • Use communications with parents to foster positive attitudes towards the School. **COMMITMENT TO PROFESSIONAL DEVELOPMENT** • Critically reflect on teaching practice and modify it accordingly. • Demonstrate commitment to personal professional development on a planned and continuing basis, and apply learning gained. • Demonstrate an involvement in the School, inter-school, AISWA, Curriculum Council, DET or other committees or networks as the opportunity arises.

	• Engage with current issues in education and the educational implications of trends and developments. **CONTRIBUTION TO THE SCHOOL'S CURRICULUM** • Participate in School decision making processes. • Respond to the School's vision and Strategic Plan. • Carry out School procedures, protocols and administrative expectations accurately and on time. • Apply relevant School policies and guidelines as described in the online School Handbook. • Make judgments consistent with the School's policies and culture. • Participate in the camping program and extracurricular activities as required. **COMMITMENT TO THE SCHOOL'S CULTURE AND OPERATION** • Promote community among the staff as a whole and within the house, Learning Areas or other sections of the School. • Act as an example of the School's values to students and reinforces those values with students. • Provide students with an example of Christian living and thinking through their words and actions. • Participate in staff reflection and devotions and in the faith life of the School. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing.

Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Ensure the collection, use and storage of personal information is in accordance with the School's Privacy Policy • Identify professional and personal development needs and seek ways to meet them • Undertake and apply Occupational Health and Safety requirements in the workplace • Strive to identify areas and processes for ongoing improvement of productivity and service • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Meet deadlines • Serve as a good ambassador of the School

Selection Criteria	**Education and Training** • Appropriate teaching qualifications and registration with the Teacher Registration Board of Western Australia • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • High levels of skill in teaching, with a willingness to innovate in order to find better practices • A passion for teaching • A coherent philosophy of education for Primary students, expressed in practice

	Personal Attributes and Values • A willingness to collaborate with others • Highly developed skills in the application of technology as a learning, teaching and management tool • An ability to foster positive relationships with students, with a commitment to their personal growth • Participation in appropriate professional contributions to the learning area beyond the School. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs • Provide a child safe environment in accordance with the child safe standards and adhere to the school's policies and procedures regarding student safety, health and wellbeing • An excellent knowledge of contemporary educational issues and directions especially in his/her learning area • Skills and experience in developing, implementing and evaluating curriculum • Willingness to positively and actively contribute to the Christian culture of the School.

I understand and accept the responsibilities as outlined in this Job Description.
Signed: **Date:**
This document was approved by HOC/Deputies March 2019

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Sept 2024	Sept 2026	P&C	Amendments to column headings	P&C
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO