



St John's  
Lutheran  
School

Learn Imagine Grow

## Position Description Primary School Teacher

### SCHOOL BACKGROUND

In 1962 St John's Lutheran Parish commenced a primary school on the former Geelong Grammar site on the corner of Pakington and Aberdeen Streets, Geelong. St John's School is now a vibrant and well-respected Kindergarten to Year 6 School.

St John's Lutheran School has continued as a school that offers a comprehensive education to children in a Christian environment. Although a Lutheran school it has, from its beginning, welcomed and valued the support given by those in the greater Geelong community wishing to educate their children in a Christian environment. The school endeavours to set up and maintain a framework of Christian attitudes and relationships which will permeate and integrate its entire life and work and thereby help it to grow as a caring community.

### School Vision Statement – Learn | Imagine | Grow

St John's Lutheran School shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the Word of God, to develop their God-given talents so that they may shape and enrich their world.

### POSITION OBJECTIVE

At St John's Lutheran School it is expected that each staff member will support the Christian ethos of the school. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that staff members will co-operate fully with the Principal, Campus Principal, Coordinators and Team Leaders, together with other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of St John's Lutheran School.

### STATEMENT OF COMMITMENT TO CHILD SAFETY

St John's Lutheran School is committed to being a Child Safe organisation. St John's Lutheran School has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. St John's Lutheran School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

### KEY TASKS AND EXPECTATIONS

#### (a) Planning and Preparation for Classes

1. Identify the individual needs of all students and provide for the range of abilities within the class.
2. Prepare long and short term written course outlines in line with School policy, having considered the needs of all the children and curriculum documents.
3. Ensure that all aspects of the curriculum are covered and delivered via a well-balanced and flexible timetable.
4. Be aware of the range and uses of resources throughout the School and have relevant materials available and easily accessible in the classroom to cater for the needs of the students.
5. Evaluate planning regularly and systematically and modify planning in the light of experience.
6. Provide opportunities for the intellectual, spiritual, cultural, physical and social development of students through the selection of appropriate activities.

**(b) Organisation**

1. Be well-prepared for classes.
2. Develop and maintain classroom routines to provide a safe and structured learning environment that is supportive to all students.
3. Maintain purposeful displays of student work and ensure they are regularly changed.
4. Manage time and resources effectively to ensure appropriate curricula and co-curricular delivery in accordance with School and educational requirements.
5. Assist the smooth running of the School by timely completion of returns.

**(c) Assessment, Evaluation and Record Keeping**

1. Ensure that regular assessment and evaluation of each student is carried out and that adequate records are kept for self and the School.
2. Plan a variety of measures to monitor and evaluate pupil progress.
3. Ensure that all criticism is constructive.
4. Regularly participate in the evaluation of School policies and curriculum areas.
5. Prepare written evaluations on children's progress for parents in Terms 2 and 4.
6. Communicate with parents as early as possible when a child is experiencing difficulty in any subject area.
7. Maintain high academic standards.

**(d) Pastoral Care as a Home room and subject teacher**

1. Ensure presentation of a Christ-centred devotion in Home rooms.
2. Mark the roll in accordance with the School and VRQA policy.
3. Be aware of the child's home background, safety and welfare and take these factors into consideration in any dealings with the child.
4. Act upon indications of suspected abuse and any signs of non-accidental injury.
5. Effectively manage student behaviour seeking assistance from the Primary School Coordinator when it is required.
6. Maintain an atmosphere in the classroom which encourages each student to perform to the best of his/her ability.
7. Promote Christian principles of faith and appropriate lifestyle amongst students.
8. Provide opportunities for the intellectual, spiritual, cultural, physical and social development of students through the selection of appropriate activities.

**(e) Relationships**

1. Develop positive relationships with the Principal, the Head of School, Coordinators and other members of the School staff.
2. Work cooperatively and collaboratively with other teachers in the same subject area or year level team.
3. Develop positive and supportive relationships with the parents taking opportunities to communicate with them via a class newsletter and seeking their assistance as parent helpers.
4. Initiate contact with parents to highlight aspects of good work/conduct and instances when concerns arise.
5. As the opportunities arise, develop positive relationships with members of the community and promote a positive image of the School among them.
6. Develop a warm, caring relationship with the children of the School.

**(f) Professionalism**

1. Provide a positive example to members of the School community through personal presentation (e.g., dress, speech) and ethical behaviour.
2. Keep abreast of current thinking in education and participate in course and professional development activities.

3. Be supportive of other members of the School staff and work them as a member of the School team.
4. Take responsibility for any child within the School community as necessary.
5. Be available outside regular school hours for parent information evenings, Open Days, and individual interviews with parents.
6. Attend staff meetings and staff devotions.
7. Serve on yard, before school and after school duties as rostered.
8. Adhere to the School's policies.

### **CONDITIONS OF EMPLOYMENT**

As St John's Lutheran School has a commitment to child safety, teaching staff will be responsible for understanding, applying and promoting the School's child safety commitment, policies and procedures, including:

- (a) Meet the requirements of registration as a Primary teacher with the Victorian Institute of Teaching
- (b) Hold, or commit to complete, relevant accreditation as required by the Board for Lutheran Education Australia.
- (c) As St John's Lutheran School and Kindergarten has a commitment to child safety, teaching staff will be responsible for understanding, applying and promoting the School's child safety commitment, policies and procedures, including:
  - complying with the School's Child Protection Code of Conduct and Staff and Student Professional Boundaries Guidelines;
  - identifying and proactively addressing risks;
  - identifying indicators of possible child abuse;
  - reporting concerns to one of the School's Child Safety Officers;
  - taking all practicable steps to protect students where a risk to their safety has been identified;
  - managing disclosures;
  - reporting, including Mandatory Reporting;
  - promoting resilience and reporting amongst students;
  - being aware of issues relating to Aboriginal and Torres Strait Islander students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection teaching and disclosures.

### **QUALIFICATIONS**

- Anaphylaxis and asthma training
- Level 2 First Aid training

### **KEY SELECTION CRITERIA**

- (a) Demonstrated commitment to the Christian ethos of St John's Lutheran School and Kindergarten.
- (b) Accreditation and Training Requirements: (i) Meet or be able to meet the requirements of teacher registration with the Victorian Institute of Teaching, (ii) Either accreditation as a teacher within Lutheran Schools **or** a commitment to complete the level of accreditation required according to current LEA staffing policy, (iii) Current Anaphylaxis qualifications **or** a commitment to gaining these qualifications prior to commencement. (Note that St John's Lutheran School and Kindergarten will provide opportunities for teachers to maintain this qualification at the end of each year).
- (c) A professional outlook on current educational thought
- (d) Demonstrated knowledge and quality experiences relevant to the position.
- (e) Demonstrated ability to develop positive relationships with parents, students and fellow staff.

### **REMUNERATION**

Salary and conditions of employment are in accordance with the Lutheran Education South Eastern Region (Victorian Schools) Multi Enterprise Agreement 2014.

*Revised September 6, 2017*