

Teacher – Junior School Position Description



Position Objective	The role of the Junior School Teacher is to provide quality education and care for students through commitment to the Christian ethos of the College, professional practice, professional engagement and professional learning. The Junior School is a member of the International Baccalaureate Primary Years Program and all teachers will use this framework for the learning and teaching in the classroom.
---------------------------	---

Reports to	This position reports to the Deputy Principal Head of Junior School
Employment Contract	QLD Lutheran Schools Single Enterprise Agreement 2020
Term	12-month contract or ongoing permanent position
Hours	Full-time The inherent nature of teaching necessitates additional hours are required from time to time to be present on campus before and after the regular nominated hours of duty. As such, this position also has an after-hours component.

Key Functions	Accountabilities, Responsibilities and Deliverables
Professional Practice	<p>Demonstrate, develop and maintain both effective practices in learning and teaching and positive relationships with students and colleagues:</p> <ul style="list-style-type: none"> – Create a nurturing and ordered learning environment which is learner centred, supportive, cooperative and aligned with relevant curriculum policies, documents and practices – Collaboratively develop and implement quality curriculum programs using the IB PYP Framework and the ACARA curriculum; evaluate their effectiveness; assess and report student progress; and report these to students, parents and the community – Implementing effective, differentiated, inclusive and equitable practices and teaching strategies – Proactively and collaboratively engage in professional renewal practices to enhance student outcomes – Work collaboratively with the Leadership Team and other staff members in contributing to the professional life of the school – Provide a child safe environment in accordance with the child safe standards – Establish positive relationships with members of the College community, including engaging in the pastoral care of students – Work closely with Inclusive Practices to develop programs that cater for the diverse range of learners within the classroom.
Professional Relationships	<p>Foster and develop appropriate professional relationships with parents, guardians and the wider College community:</p> <ul style="list-style-type: none"> – Value and support the distinctive role of parents and guardians as partners in the learning and teaching process – Engage the wider community, where appropriate, in learning and teaching programs – Support, as appropriate, the involvement of the College in special events and celebrations. – Attend and conduct 3 Way Conference (Parent/Teacher interviews) as required.
Professional Learning	<p>Commit to maintain currency of professional knowledge and skills, and participate in the school renewal processes:</p> <ul style="list-style-type: none"> – Maintain and demonstrate knowledge of relevant contemporary pedagogy – Maintain a high level of academic knowledge relevant to their teaching areas

	<ul style="list-style-type: none"> - Regularly engage in collaborative processes through which they share knowledge of key learning areas, subjects and pedagogical approaches with colleagues - Complete all requirements for a teacher in the International Baccalaureate Primary Years Program (IB PYP) - Maintain currency for teaching in a Lutheran School which includes completing Lutheran Education Australia courses Equip and Connect.
Other	<ul style="list-style-type: none"> - Active participation in weekly Staff Meetings/Staff Briefings/Department meetings - Professional Development during Student Free Days/Weeks - Attendance at any other Meeting/Committee, as directed by the Deputy Principal/Head of Junior School - Undertake the responsibilities of the position while at the same time following College policies and procedures, Equal Opportunity and Anti-Discrimination legislation and requirements, as well as Workplace Health and Safety legislation - Support the extracurricular and camp program through active participation - Undertake all other duties and/or tasks as directed from time to time by the Deputy Head of Junior School Pastoral, Deputy Head of Junior School PYP/Curriculum, Deputy Principal and/or Principal.
Health and Safety	Apply safe work practices to all College activities whether conducted on or off campus. This includes taking reasonable care for your own health and safety and that of others affected by your actions or omissions, complying with all safety related instruction, policy, procedure or guideline and reporting all incidents and hazards identified throughout the College in accordance with reporting procedures.

Selection Criteria	
Professional Qualifications	<ul style="list-style-type: none"> - Must have a current Queensland College of Teacher registration (or be eligible for registration). - Teaching experience in Junior School (Years P-6) with IB PYP experience preferable
Administration Skills	<ul style="list-style-type: none"> - The ability to plan using the IB PYP planning templates, innovative and engaging learning experiences for the students to improve student learning outcomes - The ability to lead and design quality, age appropriate and inclusive teaching and learning programs informed by learning analytics, curriculum knowledge and student welfare - Educational leadership skills to build the capacity and improve the performance of individuals and teams in a changing educational environment - The ability to record accurately using the College Database system (TASS) all notes relating to students in the College - Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision - Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.
Technical Skills	<ul style="list-style-type: none"> - Demonstrated strong computer skills in Microsoft applications including but not limited to Word, Powerpoint, Excel, TEAMS and Onenote. - Demonstrated ability to provide innovative practices in learning and teaching, including the integration of ICT - Commitment to meet quality standards; and the willingness to update their technical skills and knowledge on a regular basis

Communication Skills	<ul style="list-style-type: none"> – Well-developed communication and interpersonal skills with the capacity to build relationships and engage students, staff and parents – Ability to implement processes, structures, resources and documentation to ensure staff are informed and equipped to provide quality learning and teaching
Teaching Skills	<ul style="list-style-type: none"> – Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students – Assessment and reporting practices – ability to provide constructive feedback to parents – Excellent classroom management – Assist student teachers in the development of their teaching skills – Demonstrated commitment to the pastoral care of students – Ability to work in a team environment – Willingness to support the College’s co-curricular program.
College Values	<ul style="list-style-type: none"> – A strong commitment to the College’s Christian Ethos and Mission: <ul style="list-style-type: none"> ▫ Celebrating the Gospel ▫ Nurturing the Individual ▫ Empowering Lifelong Learners.
Christian Ethos:	<p>Applicants/employees are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, cooperation and teamwork with fellow employees at all times.</p> <p>Undertake theological study/accreditation processes as directed by Lutheran Education Australia including Connect and/or Equip.</p>
Position Description Lifecycle:	<p>Please note that this Position Description can alter with changes in the roles and responsibilities of the position, and that it will be used as a framework for regular appraisal.</p>
Last Reviewed:	8 September 2021