F 4.1  Position Description

Primary School Teacher

Our Mission: “Inspiring excellence with Christ at the heart.”

OUR VISION:
In partnership with families and Christ:
- provide a contemporary and future driven education,
- equip students with lifelong skills,
- recognise and develop individual talents,
- enable students to enrich their life journey and contribution to society.

TLS achieves this by providing:
- outstanding learning outcomes for students
- a curriculum that is innovative, relevant and targeted to individual needs
- a sound and comprehensive grounding in the Christian faith
- a community that nurtures family values
- a safe and stimulating learning environment
- access to outstanding facilities and technology
- continual professional development and appraisal of teaching staff

POSITION SUMMARY:
The primary school teacher is required to plan, organize and implement a teaching and learning program in a learning environment that fulfils the mission and vision of Tanunda Lutheran School.

The primary school teacher duties, undertaken within the terms of the Lutheran Schools SA Enterprise Agreement 2015 and in accordance with Tanunda Lutheran School curriculum, policies and procedures include, but are not limited to:
- planning, programming for and teaching an assigned year level and/or learning area(s)
- preparation of teaching and learning materials for students
- preparation and maintenance of the teacher’s classroom to cater for learning activities and to ensure a nurturing and positive learning environment.
- leading class, school and staff devotions and preparing class chapel services
- use of relevant ICT technology and computer software to support learning
- observation and evaluation of students’ performance and development
- provision of feedback to students on their learning
- assigning and assessing classwork, homework, tests and assignments
- administration of tests and assessments mandated by government and LSA
POSITION SUMMARY (Cont.):

- maintaining accurate records of students’ progress and development
- preparation of written and oral reports on students’ learning in a timely manner
- completion and management of records and documents
- management of student behaviour
- performing pastoral duties including, but not limited to, student support, counselling students with academic problems and providing student encouragement
- communicating information regularly to students, colleagues and parents regarding student needs, class activities and school organisation/operations
- working with colleagues to plan and coordinate learning programs
- coordinating activities and resources within a specific learning area/s of the curriculum, and supporting colleagues in the delivery of this learning area/s
- staying up to date with changes and developments in curriculum
- allocated/rostered supervision duties and responsibilities
- participating in school events and activities outside of school hours.
- contributing to the TLS newsletter and website
- undertaking a planned program of professional development
- complying with the requirements of the TLS Safety Management System
- other tasks as directed by the Principal (or principal’s delegate).

SCOPE AND NATURE OF THE POSITION:
The primary school teacher

- reports directly to and is responsible to the Principal (or principal’s delegate) for carrying out the duties described in the Position Summary.

OPERATIONAL RELATIONSHIPS
The primary school teacher will

- attend general staff meetings, cluster meetings, staff devotions and bible study as determined by the Principal (or delegate)
- supervise Learning Support Officers when they have been rostered to provide teacher support to facilitate student learning
- serve on various school committees to meet the operational needs of the school
- develop positive relationships with all staff

REVIEW AND ACCOUNTABILITY
The primary school teacher will

- meet regularly with the Principal (or delegate) to review performance and plan for professional development.
- undertake professional learning in line with the school’s requirements.
- undertake a 3-month probationary period.
PERSON DESCRIPTION
The teacher will possess the following skills and attributes;

- enthusiasm, initiative, patience and flexibility
- teamwork
- the desire to be actively involved in the Christian ethos and community of Tanunda Lutheran School both during school hours and after hours
- ideally previous experience as a primary school teacher and affiliation with the Lutheran Church.
- experience in using information communication technologies and have the ability to operate the school’s computer software programs.
- ability to prioritise tasks and effectively manage time
- ability to meet professional teacher standards

QUALIFICATIONS
Primary school teacher qualifications;

- Current Teacher’s Registration with the SA Teachers’ Registration Board
- Accreditation to teach Christian Studies in a Lutheran School as required by Lutheran Schools Association (SA, NT & WA) or be in the process of attaining accreditation
- Current First Aid

CONDITIONS OF EMPLOYMENT
1. The terms of Employment are outlined in the Lutheran Schools Enterprise Agreement 2015.
2. Wages will be paid fortnightly in accordance with Schedule 1 of the Lutheran Schools Enterprise Agreement 2015
3. Wages are paid via direct credit into a nominated bank account and are available for access on the two working days after the end of the pay fortnight. Superannuation is paid according to the Superannuation Guarantee Legislation (currently 9% of eligible wages). Contributions will be paid monthly into the Lutheran Church of Australia Staff Superannuation Fund.
4. Tanunda Lutheran School has a “Salary Sacrifice” package that is available to staff. Details can be obtained from the Business Manager.
5. Salary Continuance Insurance is available through the Lutheran Group Salary Continuance Plan.

I have considered and understand the conditions of employment set out above. I accept employment based on those conditions.

Name: _________________________ Signed: _____________________ Date: ________________

Principal: _________________________ Signed: _____________________ Date: ________________