

## BASE TEACHER STATEMENT

<b>TITLE:</b>	Teacher (Generic)
<b>AREA/S OF TEACHING:</b>	Early Childhood Primary Secondary Senior Secondary
<b>LOCATION:</b>	Burnie/Ulverstone Campus
<b>TERMS OF EMPLOYMENT:</b>	<ul style="list-style-type: none"> <li>➤ Permanent/full-time teaching 70 hours per fortnight, 52 weeks per year including 4 weeks' annual leave</li> <li>➤ Part-time teaching</li> <li>➤ Casual/Relief teaching</li> </ul>
<b>SALARY LEVEL:</b>	Will be determined based on Christian Multi Enterprise Agreement (CMEA) rate and school salary levels.
<b>LINE OF RESPONSIBILITY:</b>	Deputy Head of Campus/Co-Heads of Primary – Campus Principals – Executive Principal
<b>POSITION LOCATION:</b>	Initial location may be at either campus; however, staff may be required to teach on either campus or in any positions commensurate with their skill, training, and experience.

### POSITION OBJECTIVE

- Embed the distinctives of Transformation by Design across all curriculum areas.
- Assess individual student progress, in line with the Australian Curriculum Achievement Standards, on a regular basis to ensure point of need learning is taking place.
- Demonstrate a willingness to learn and adapt Project Based Learning (PBL), Design Thinking, Explicit Teaching and a Pedagogy of Playful Learning into your teaching practices where relevant.
- Positively contribute to the teaching, teamwork and learning culture of the school.
- Initiate and strengthen home/school partnerships where parents' support is valued and encouraged.
- Implement a real-life learning approach based on the Australian Curriculum that invites students' exploration and reflects a commitment to personalised learning.
- Foster and maintain the wellbeing of students in a Christian education environment.
- Adhere to the National Principles of a Child Safe organisation and embed them into teaching practices and curriculum planning.

### TEACHER DUTIES (GENERIC)

- To prepare students for a life of service to God, by connecting their learning to life and equipping them to be impactful in their chosen endeavours.
- To uphold the Vision, Mission & Core Values of Leighland Christian School.
- To uphold the Leighland Christian School Educational Creed.
- To adhere to the Working at Leighland document.
- Specific teaching responsibilities could include:
  - Classroom teaching
  - Assessment of students and their needs, including pastoral care and reporting
  - Preparation, writing and implementation of appropriate learning programs

- Daily use of the school Learning Management System e.g. uploading of resources, lesson plans, Transformation by Design unit planning (TBDs), adhering to the subject scope and sequence, writing and completing assessments with continuous reporting, reading daily notes, recording student notes, parent communication and individual support plans etc
- Application of suitable student behaviour management strategies based on the Positive Behaviour Support Policy
- Use of flexible teaching strategies and processes.
- Exhibiting positive classroom management and the use of learning resources.
- Involved in curriculum and administrative committees and, where appropriate, other aspects of school life.
- Completing out-of-classroom student supervision eg playground duty.
- Liaising with staff on the other campus and as well as connecting with other professional staff including from other CEN schools, professional partners or IST.
- Develop flexible teaching strategies.
- Engage with ongoing personal professional development.
- Participate in and contribute to general school activities, school functions, meetings, professional development including after hour events when required and as defined in the Working at Leighland document.

### **LEVEL OF RESPONSIBILITY**

Responsible for the successful management of the assigned teaching duties and associated activities.

### **DIRECTIONS/SUPERVISION RECEIVED**

- Receives direction, guidance, and feedback from Senior Staff.
- Participation in Annual Appraisal, Part A and Part B
- Completes a probation period with classroom observations and feedback completed by Senior Staff.

### **ESSENTIAL REQUIREMENTS**

- Proven commitment to Christian faith including active/regular involvement in a local physical church.
- Ability and willingness to sign the Statement of Faith.
- Current certificate of Tasmanian registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania).
- Must hold a current Working with Vulnerable People card.
- Must be eligible to become an Association Member.
- Must be willing to agree to Policies and Procedures of Leighland Christian School.
- Demonstrate outstanding classroom practice and comprehensive experience using Information Technology within a teaching and learning program.
- Must hold (or be willing to complete) a current First Aid Certificate, including Asthma, Anaphylaxis and CPR.

### **DESIRABLE REQUIREMENTS**

- Display confidence in using a Learning Management System and associated program.
- Demonstrate a strong understanding of what it means to be a Christian teacher teaching in a Christian school.

### **SELECTION CRITERIA**

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Understanding of Christian Education, along with a good understanding of and commitment to the mission and philosophy of the school.
2. Evidence of well-developed and current knowledge of curriculum content and teaching methodologies appropriate to the applicant's area of teaching expertise.
3. Well-developed interpersonal and communication skills, with the ability to interact effectively with a range of school community members.
4. Personal skills of flexibility, adaptability as well as a high degree of motivation.
5. A commitment to the provision of equal opportunity in education for all students.
6. A written reference from a pastor/minister

## **THE ROLE OF TEACHING STAFF**

### **1. Requirements:**

- 1.1 All members of staff must declare their unconditional agreement, without moral reservation, with Leighland Christian School's Education Creed, Core Values, Mission Statement and Vision; they must be actively involved in a Christian Church; must be scripturally sound in their teaching; and must lead a life of Christian faith.
- 1.2 Members of staff are employees of Leighland Christian School, and it is a term of their employment that they carry out all lawful directions of Leighland Christian School's Board. We celebrate as one body, many parts.
- 1.3 The staff may be required to remain after normal school hours for additional duties and meetings deemed necessary by the Campus Principal or Executive Principal including camps and extra-curricular duties.
- 1.4 Teachers may be required to teach in a diversity of roles.
- 1.5 Teachers with a "passion" for an area of teaching are encouraged to pursue this passion when possible.
- 1.6 Teachers are to attend all professional development activities as requested of them by the Senior Staff or Executive Principal.

### **2. Responsibilities:**

- 2.1 Teachers should acquaint themselves with the Staff Handbook and all policy documents pertaining to the school and facility use within the school.
- 2.2 Teachers should endeavour to build up their teaching competence. All staff wishing to attend in-service courses in school time should seek approval of the Campus Principal before applying to attend.
- 2.3 Teachers should exercise discretion and confidentiality when taking part in discussions about the school.
- 2.4 Teachers will notify the Campus Principals or delegate as early as possible when they are going to be absent for any reason.
- 2.5 Teachers should endeavour to set an example in dress, presentation, neatness, manners, and speech. They should be helpful in dealing with parents and members of Leighland Christian School and other visitors to the school.
- 2.6 Teachers should contribute to the maintenance of positive school morale and atmosphere, general order, and discipline.
- 2.7 Teachers should recognise their responsibility for the success of school functions and assisting with these when asked to do so.
- 2.8 Teachers will, as required by the Executive Principal and Campus Principals, be required to attend National Institute of Christian Education courses and any other professional development as directed by the School.
- 2.9 The Campus Principals should be made aware of any serious or impacting complaint or criticism which affects the school, who in turn will inform the Executive Principal. The Grievance/Complaint Resolution Policy is to be followed where any staff members are involved.

### **3. Relationships with the School Community:**

- 3.1 The school is a community of members of alumni, Association Members, non-member parents, the Board of Leighland Christian School, staff, and pupils, all who come under the authority of Christ. Each of these groups has their different function supported by the whole community so that they may work in Christian harmony.

- 3.2 The authority of the teacher is upheld by the whole school community but is never to be exercised or maintained for its own sake. It is only to be used for the effective nurture of the child, in harmony with the awareness that all authority is of God.
- 3.3 In like manner all staff are responsible to uphold the authority of the Board and Executive Principal out of love and commitment to the common cause.

**In summary, all relationships within the school should be governed by a desire to edify each other, minister to each other's needs and to be more like Christ.**

#### **4. Relationships with Pupils:**

- 4.1 Teachers should actively engage with students to establish good relationships, ensuring a safe, inclusive, warm environment is created in their learning spaces where children have a voice, are encouraged to contribute, feel known and are cared for.
- 4.2 Teachers should guide and support each student towards reaching their full potential, by knowing each one's strengths, areas for growth, support, and consolidation. Providing opportunities that support a personalised learning approach should be evident in classroom practices and processes.
- 4.3 Teachers are expected to be mindful of, and sensitive to, personal information pertaining to the students in their class or care. As we are partnering with parents in the education of their children, open and honest communication between home and school should be evident.
- 4.4 Teachers should encourage a Christian faith with all children as they share in devotions, chapel, Worship Wednesday and in their teaching content.
- 4.5 All teachers are Mandatory Reporters and will be supported by Senior Staff and/or Child safe Officers to complete any information that is required in this process.
- 4.6 Teachers must be aware of custodial issues relating to their class/care group and act accordingly.
- 4.7 Teachers conduct must be above professional reproach and they need to demonstrate a working knowledge of the Reportable Conduct Scheme and its investigative processes and powers.

#### **5. Relationships with Parents:**

- 5.1 Teachers should endeavour to establish good relationships with all parents through regular communication and continuous reporting.
- 5.2 Teachers should maintain a professional approach with parents and care givers at all times.
- 5.3 Teachers should keep documentation in relation to parent and care givers contact/meetings.

#### **6. Relationships with the Campus Principal and Executive Principal:**

- 6.1 Teachers are required to comply with all lawful instructions given by the Campus Principals.
- 6.2 Teachers shall attend all staff meetings unless approval to be absent has been granted by the Campus Principal or their delegate.
- 6.3 Teachers should consult with the Coordinator/Deputy Head of Campus/Head of School/Campus Principal on all important matters, including problems or decisions affecting the classes or pupils.
- 6.4 Teachers are required to prepare and submit planning on the Learning Management System (LMS) in a timely manner and in accordance with directions given by Senior Staff.

## 7. Expectations

- 7.1 Teachers will keep up to date and accurate planning of all lessons taught, in the School's LMS.
- 7.2 Use flexible teaching strategies and processes.
- 7.3 Teachers are encouraged to be present at all general meetings of Leighland Christian School and are encouraged to become an Association member.
- 7.4 If requested, teachers shall prepare and display a timetable indicating the usual frequency and duration of the various aspects of their program.
- 7.5 Teachers will attend morning devotions and be punctual to their classes and other duties assigned to them.
- 7.6 Teachers shall keep all such records and assessments as may be necessary to account to parents, Campus Principal and Executive Principal, for their students' welfare/pastoral care.
- 7.7 Teachers should ensure their classrooms are stimulating and orderly.  
Teachers must be familiar with and follow the school's Positive Behaviour Support Policy when dealing with challenging behaviours. Every endeavour must be made to have developed strong connections with the students to ensure that any correction is age and incident appropriate, adheres to the National Child Safe Standards and is built on the premise of reconciliation and restoration.
- 7.8 Those in positions of authority in the school, including but not limited to, Child Safety Officers, Senior Leadership Team, Senior staff, and counsellor/chaplains will be required to enter individual notes into the Learning Management System for any major incidents, suspensions, or expulsions.
- 7.9 Coordinators/Heads will enter all reports of major offences in which they shall indicate the names of pupils, the reasons for the discipline and the nature of the discipline.
- 7.10 Each teacher shall be assigned to playground duties, during which they shall be alert to appropriate and inappropriate behaviours, language and treatment of each other in the play areas.
- 7.11 Each teacher should bring to the notice of the Coordinator/Deputy Head of Campus/Campus Principal any special academic, social, physiological, or emotional problems or needs of a pupil.
- 7.12 All correspondence on the school letterhead must be approved by the Campus Principal.
- 7.13 All correspondence to parents coming from staff is to be pre-approved and co-signed by Campus Principal.
- 7.14 Before informing parents of any major problems that may have arisen, teachers should liaise with the Year Level Leader/Learning Area Leader/Deputy Head of Campus or Campus Principal.
- 7.15 No teacher shall purchase equipment or materials on the school account without checking their budget and receiving Senior Staff approval.
- 7.16 Teachers will network with fellow CEN schools and other professional staff.
- 7.17 Teachers will prepare an assessment of students' work, aligned to relevant Australian Curriculum Achievement Standards, and prepare for continuous reporting to parents.
- 7.18 Teachers will be involvement in curriculum and administrative committees and, where appropriate, other decision-making bodies to ensure that they have a voice in the school and its processes.
- 7.19 Teachers will have a Personal Learning Plan.
- 7.20 Teachers will have access to CEN (Christian Education National) professional journals and materials during the course of their employment.

- 7.21 Teachers will understand and apply the AITSL Standards in relation to teaching and learning, ensuring that they are part of their annual appraisals to set targeted goals.

## **8. Intellectual Property:**

- 8.1 Staff are reminded that curriculum documentation and teaching programs developed at Leighland Christian School are the intellectual property of Leighland Christian School Association.
- 8.2 All original documentation and materials (both hard and electronic copy/copies) remain the property of Leighland Christian School and are to be returned to the school on cessation of your employment.
- 8.3 As the creator of materials, staff are entitled to keep a personal copy of the work for use at their discretion. Any distribution of these materials should not contain any reference to the school without specific approval of the Campus Principal.
- 8.4 Any other material/documentation belonging to the school, and not specifically produced by the staff member, should not be copied for personal use or for circulation to any other entity without the approval of the Principals being obtained.

## **10. Provisional to Full Registration**

Every effort will be made to support staff transitioning from their provisional to full teacher registration in a timely manner, with them being strongly encouraged to complete this in the first 1-3 years of service.

## **11. Privacy Issues**

- 11.1 All staff need to understand what is required of them.
- 11.2 Confidentiality is a base expectation regarding all student issues.

### **PRE-AMBLE**

Leighland Christian School is committed to providing a safe and effective workplace in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking, vaping or the use of drugs is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues.

Work-related qualities might include skills and abilities; qualifications, training, and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

### **WORKPLACE HEALTH & SAFETY**

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health and safety.
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the school relating to health and safety.
- Report any potential hazards or perceived risks promptly using the school's online forms.
- Report any incidents involving injury to themselves or others as soon as possible.
- Complete an online Health and Safety Induction

## **CHILD SAFE STATEMENT**

Leighland Christian School is committed to the National Principals of a Child Safe Organisation to ensure we provide a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's Child Safe training as part of their employment and on an ongoing basis. The Staff Handbook, the Child Safe Policy, Child Safety and Mandatory Reporting Policy and the Staff Code of Conduct, must be adhered to in daily practice.