



BASE TEACHER STATEMENT

TITLE	Teacher (Generic)
AREA/S OF TEACHING	Early Childhood Primary Secondary Senior Secondary
LOCATION	Burnie or Ulverstone Campus
TERMS OF EMPLOYMENT	<ul style="list-style-type: none">➤ Permanent / full-time 70 hours per fortnight, 52 weeks per year including 4 weeks' annual leave➤ Part-time teaching (Staff may be asked to work at either Campus location. This applies to both full-time and part-time positions).
SALARY LEVEL	To be confirmed
LINE OF RESPONSIBILITY	Head – Principal – Board
POSITION LOCATION	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

- To teach Christianly
- To provide a Christian Learning environment for all students
- To implement and manage appropriate learning programs for students
- To assess individual student progress

TEACHER DUTIES (GENERIC)

- To teach in a Christian manner at all times
- To prepare students for a life of service to God
- To uphold the Vision, Mission & Core Values of Leighland Christian School
- To uphold the Educational Creed
- To work in accordance with the Working at Leighland document
- Specific teaching responsibilities include:
 - Classroom teaching
 - Assessment of students and their needs, including pastoral care and reporting
 - Preparation and implementation of appropriate learning programs
 - Application of suitable student behaviour management strategies
 - Use of flexible teaching strategies and processes
 - Classroom management and the use of learning resources
 - Involvement in curriculum and administrative committees and, where appropriate, other aspects of school life
 - Out-of-classroom student supervision

- Liaison with the other campus and other professional staff
- Development of flexible teaching strategies
- Personal professional development
- Participation in and contribution to general school activities
- Participation in school functions, meetings, professional development 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

ESSENTIAL REQUIREMENTS

- Proven commitment to Christian faith including active / regular involvement in a 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 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
- ICT competence level

DESIRABLE REQUIREMENTS

- Understanding of how to teach in a Christian manner
- Confidence in using a Learning Management System and Program

SELECTION CRITERIA

The Board is the employer for LCS

Positions are advertised

Each position has a set of required criteria. Each applicant will be considered on merit.

The base criteria are qualifications, skill, knowledge, relevant personal qualities; and demonstrated potential for future development.

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
2. Evidence of well-developed and current knowledge of curriculum content and teaching methodologies appropriate to the applicant's area of teaching expertise.
3. Good interpersonal and communication skills with students and peers.
4. Personal skills of flexibility, adaptability as well as a high degree of motivation.
5. Commitment to the principles of equal opportunity in education for all students.

PRE-AMBLE

Leighland Christian School is committed to providing a safe and effective work place 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 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. *see related policies.

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.

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 Principal or Board 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 Board.

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 including ICT.
- 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 Principal before applying to attend.
- 2.3 Teachers should exercise discretion and confidentiality when taking part in discussion about the School.
- 2.4 Teachers will notify the Principal 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 Principal and Board, be required to attend National Institute of Christian Education courses and any other professional development as directed by the School.
- 2.9 The Principal should be made aware of any serious complaint or criticism which affects the School, who in turn will make it known to the Board. The Grievance / Complaint Resolution Policy is to be followed where staff are involved.

3. Relationships with the School Community:

- 3.1 The School is a community of members of alumni, Association, non-member parents, Board of Leighland Christian School, staff and pupils, all 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 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 endeavour to establish good relationships with all pupils through understanding and firm control.

Teachers should guide each pupil towards full personal development and encourage pupils to reach the maximum of their academic potential.

Each teacher should be mindful of keeping details of private conversations with pupils confidential. However, their primary responsibility is to keep parents informed concerning matters affecting their child.

Teachers should encourage the Christian faith of all children.

All teachers are agents for Mandatory reporting.

Teachers must be aware of custodial issues relating to their class / care group.

5. Relationships with Parents:

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

6. Relationships with the Principal:

- 6.1 Teachers are required to comply with all lawful instructions given by the Principal.

- 6.2 Teachers shall attend all staff meetings unless approval to be absent has been granted by the Principal.
- 6.3 Teachers should consult with the Coordinator / Head / Principal on all important matters including problems or decisions affecting the classes or pupils.
- 6.4 Teachers are required to prepare and submit planning to Heads and the Principal as required.

7. Expectations

- 7.1 Teachers will keep records of the content of their lessons and present these programs to the Head - Principal.
- 7.2 Teachers will keep up to date and accurate SEQTA entries of all lessons taught.
- 7.3 Use of flexible teaching strategies and processes.
- 7.4 Teachers are encouraged to be present at all general meetings of Leighland Christian School and are encouraged to become an Association member.
- 7.5 Teachers shall prepare and display a timetable indicating the usual frequency and duration of the various aspects of their program.
- 7.6 Teachers will attend morning devotions and be punctual to their classes and other duties assigned to them.
- 7.7 Teachers shall keep all such records and assessments as may be necessary to account to parents, Principal and Board for their student's welfare / pastoral care.
- 7.8 Teachers should be alert to pupils defacing furniture, abusing equipment and should take utmost care with school property.
- 7.9 Teachers should ensure their classrooms are stimulating and orderly.
- 7.10 Teachers are required to exercise such discipline over the children of the School as is necessary for the development of character and the maintenance of order in the School (see Behaviour Management Policy). Reports should be entered into SEQTA – Pastoral Care.
- 7.11 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 (see Behaviour Management Policy).
- 7.12 Each teacher shall be assigned to playground duty during which they shall be alert to:
 - Isolated pupils
 - Cruel or excessive teasing
 - Dangerous play
 - Bad language, crude behaviour and unhelpful associations
 - Pupils leaving the grounds and / or out of bounds
 - Littering
 - Bullying
- 7.13 Each teacher should bring to the notice of the Head – Principal any special academic, social, physiological or emotional problems or needs of a pupil.

- 7.14 All correspondence on the School letterhead must be agreed by the Principal.
- 7.15 All correspondence to parents emanating from the staff is to be pre-approved and co-signed by the Principal.
- 7.16 Before informing parents of any major problems that may have arisen, teachers should liaise with the Coordinator or Head.
- 7.17 No teacher shall purchase equipment or materials on the School account without the Budget area's or Principal's approval.
- 7.18 Teachers should discuss purchases with Coordinators/Heads prior to purchasing.
- 7.19 Teachers will develop liaison with fellow CEN schools and other professional staff.
- 7.20 Teachers will prepare assessment of students' work and periodic reporting to parents.
- 7.21 Teachers will have involvement in curriculum and administrative committees and, where appropriate, other decision making bodies.
- 7.22 Teachers will have a Personal Learning Plan.
- 7.23 Teachers will undertake personal and professional development.
- 7.24 Teachers will participate in Annual Staff Appraisals.
- 7.25 Teachers will be members of Christian Educators' Professional Association (cepa). Annual Membership is paid by the Board of LCS.
- 7.26 Teachers will understand and apply the AITSL Standards in relation to teaching and learning.

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 & electronic copy/ies) 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 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 Principal being obtained.

9. Appraisal

- 9.1 Formal appraisal will occur for all teachers annually.

10. Privacy Issues

- 10.1 All staff need to understand what is required of them.
- 10.2 Confidentiality is a base expectation in regards to all student issues.