

POSITION DESCRIPTION & PERSON SPECIFICATION



Position: Kinder Teacher – Emmanuel Christian School

Organisational Structure

Christian Schools Tasmania is an Association of Christians that owns and operates four Christian Schools in the Greater Hobart Area – Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School. Each school has a Principal who is responsible for the educational leadership and management of the school.

A Board of Directors, through the Chief Executive Officer, governs the affairs of Christian Schools Tasmania. The Board is committed to operating in ways that utilise the strengths of being one Association, whilst recognising that each school is unique, and is led by the Principal appointed to that school. The Board expresses this commitment by establishing overarching guidelines or policies that guide the operational leadership of the Executive members.

The Mission of Christian Schools Tasmania is ***to provide the highest quality Christ-centred education that prepares and equips students for life.***

The Vision of Christian Schools Tasmania is ***to be a transformational Christian learning community.***

The core Values of Christian Schools Tasmania are ***Faith, Hope and Love. But the greatest of these is Love. (1 Corinthians 13:13)***

School Context

Emmanuel Christian School is a co-educational, independent Kindergarten – Year 10 Christian school located in Rokeby. Emmanuel Christian School currently has an enrolment of 290+ students.

Each school has a Council made of parents and friends that work closely with the Principal. The purpose of the Council is to support the Principal, build strong Christian community and enhance effective communication.

Further context can be gained by visiting the school's website at emmanuel.tas.edu.au

Purpose of Role

It is expected that the incumbent will bring a Christian world view to bear on the various aspects of the position and will participate fully within the spiritual life of the school.

Personal Requirements

Christian Schools Tasmania requires teachers who:

- Are committed Christians, who are active in a Christian church and express their faith through their lifestyle;
- Manifest the core values of the Christian life and unequivocally hold to the values and beliefs as articulated in Christian Schools Tasmania's Statement of Christian Faith and Code of Conduct;
- Pray daily with colleagues and students, and participate in the worship activities of the school;
- Nurture and disciple students to know better their Jesus Christ as their Lord and Saviour;
- Are committed to continual growth in their faith and capacity as a Christian educator.
- Are committed to continual growth in their professional field through personal scholarship, further study, reading, and membership of professional bodies;
- Positively contribute to the Vision, Mission and Value of Christian Schools Tasmania.
- Work collaboratively as members of a Christian community and in accordance with Christian Schools Tasmania's Code of Christian Conduct;
- Work closely and effectively with colleagues, senior staff, students and parents in partnership;
- Work collaboratively as one member of a strong and vibrant Christian culture across the school;
- Deliver highest quality Christian education by intentionally partnering with parents in the nurture and education of all students;
- Demonstrate innovation and creativity to ensure highest quality teaching and learning opportunities for students in the twenty first century;
- Demonstrate and develop the large suite of organisational abilities that are required to undertake the challenging role of teaching in a Christian school;
- Demonstrate highest standards of presentation, punctuality and professionalism.

Key Responsibilities

In bringing a Christian perspective to bear in all aspects of their work, the teacher is responsible for the continuing development of each students':

- spiritual growth, by word and deed as appropriate;
- physical, social and emotional welfare through proactive pastoral care;
- literacy, numeracy and social skills;
- capacity for rational thought and decision making;
- individual gifts and talents; and
- relevant knowledge and skills as pertaining to a specific teaching position (e.g. art teacher).

Duties

Teachers' duties include but are not limited to the following:

- Continually developing a Christian world view and applying this to all areas of teaching and learning;
- Developing an overview of a year's work so that all aspects of the course(s) are fully covered, as listed in the school's curriculum documents;
- Developing, using and refining curriculum documents as required;
- Designing, using and refining daily lesson plans, ensuring that work covered is appropriate to the year level being taught as described in the school's curriculum documents;
- Delivering daily lessons and educational programs based upon such planning;

- Setting assignments, homework and other relevant assessment tasks and marking and returning all work within an appropriate period of time;
- Establishing and maintaining a classroom environment that is conducive to effective teaching and learning;
- Maintaining a high standard of student behaviour and classroom management;
- Maintaining a high level of proactive pastoral care;
- Maintaining records of attendance, academic progress and others as required;
- Proactively reporting to and communicating with parents as and when required;
- Communicating with relevant colleagues and other professionals about any suspected learning needs, difficulties or concerns;
- Maintaining clean and tidy teaching and work areas;
- Assisting in supervision duties as required;
- Attending staff devotions, activities and meetings as scheduled;
- Participating in Professional Learning activities. All teachers are expected to participate in a minimum of ten (pro rata) staff development and curriculum days per annum as determined in consultation with the Principal;
- Participating in staff appraisal according to the Professional Growth and Development Policy;
- Contributing to co-curricular programs across the school;
- Other school and Association related activities as requested by the Principal or their delegate.

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee of Christian Schools Tasmania, you are required to meet the behaviour standards outlined in our Code of Conduct. You will have received a copy of this Code as part of your induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people.
- promote the safety and wellbeing of children and young people to whom we provide services.
- ensure that your interactions with children and young people are positive and safe.
- provide adequate care and supervision of children and young people in your charge.
- act as a positive role model for children and young people.
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- maintain valid 'working with children' documentation.
- undergo periodic 'national criminal history record' checks (if required).
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Compliance and Safety

- Exercise responsibility required in accordance with Work, Health and Safety legislation;
- Take reasonable care of your own safety and that of other people who may be affected by your acts or omissions in the workplace;
- Create a safe and welcoming learning environment for children and young people congruent with legislative and Organisational Child Safe requirements;

- Adhere to the requirements of the role in accordance with the professional standards expected of Christian Schools Tasmania and all Organisational policies, procedures, codes, guidelines and applicable laws.

Line of authority

Teaching staff are responsible to the Principal through the relevant Senior Staff member.

Essential Qualifications

- A relevant teaching qualification.
- Registration with the Tasmanian Teachers Registration Board.
- Registration to Work with Vulnerable People.

Key Relationships and Contacts

Teaching staff are expected to:

- Work under the daily supervision of the Principal;
- Work closely and collaboratively with the Principal and other school staff;
- Communicate effectively with all school staff members, parents and students;
- Communicate, liaise and work closely with external service providers and suppliers as required.

Conditions & Hours of Employment

Part-time, 0.6 FTE position for Term 3 2024.

Teachers are employed by Christian Schools Tasmania under the Educational Services (Teachers) Award 2020 and Christian Schools Tasmania Enterprise Agreement (Teachers) 2022 and are expected to comply with all Association and school policies.