



## TEACHER POSITION DESCRIPTION

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Under the direction of the School Principal, the Teacher will be responsible for the overall care and control of pupils both within and without the classroom. He/she will carry out classroom teaching duties and maintain oversight of students whilst on activities away from school. He/she will assist with supervision of pupils during routine breaks, including playground periods and report promptly to the Principal, any irregularities with students or injuries sustained. He/she will perform the various administrative tasks associated with the teaching system, furnish reports as required and carry out any ad-hoc miscellaneous duties assigned by the Principal.

The teacher will be directly accountable to the principal in all matter pertaining to planning and implementation of these academic and spiritual objectives.

### LIST OF DUTIES

1. Carry out general oversight of classroom and facilitate its daily routine.
2. Inspire and motivate students to perform at their maximum level of performance and potential.
3. Train students to set goals.
4. Encourage students in order to build character.
5. By consistent love and interest, build a student's self-image and confidence, and inspire him to further success.
6. Pray as you work, and for individual situations as burdened by the Holy Spirit.
7. Ensure regular communication with parents concerning students' performance.
8. Conduct daily devotions – prayer, scripture memory.
9. Order stationery and curriculum materials in consultation with School office staff.



10. Supervise extracurricular activities such as excursions, sporting events, etc. Provide adequate control and safety of students during these activities including completion of risk management.
11. Supervise duty areas.
12. Tests – when failed, determine why. Revise problem areas, perceive obvious overall gaps – review and check.
13. Analyse learning difficulties and take appropriate remedial action.
14. Do not discipline students overtly and publicly.
15. Check student Diaries ensuring homework is properly completed.
16. Maintain cleanliness of classroom
17. Attend weekly staff meetings.
18. Keep Principal informed of any administrative difficulties or student problems including abnormal absences/behaviour.

## SELECTION CRITERIA

- Provide a summary of your education and training, including major fields of study in tertiary education.
- Any courses which may be pertinent to your application
- Teaching experience – list any position of special responsibility that you have held.
- Any major employment that you have had other than teaching
- Approaches to Teaching and Education – classroom teaching and organisation, discipline and conflict resolution, pastoral care, students with special needs, curriculum development and planning.
- Church involvement.
- What is your understanding of Christian Education and why do you wish to teach at NCS?
- Provide a Good Character Check, including a Record and Conviction Check with Tasmania Police.



## RELEVANT QUALIFICATIONS

Bachelor of Education

Registration with Teachers Registration Board

## HOURS OF WORK

Additional to the teachers duties, all Newstead Christian School staff are required to adhere to the school's policies and procedures as a systematic approach of compliance to legislative requirements.