

## Position Description – Primary Classroom Teacher (Relief)

<b>REPORTING RELATIONSHIPS</b>	Director of Eaton College
<b>OTHER KEY RELATIONSHIPS</b>	Students, Parents, Head Teacher of Eaton College Director of Eaton College, Executive Principal, Other Eaton team
<b>STATUS OF EMPLOYMENT</b>	Casual
<b>AWARD</b>	Educational Services (Teachers) Award 2020
<b>CLASSIFICATION</b>	Level 1-4

### MAIN PURPOSE

The role of Primary Classroom Teacher (Relief) is to provide excellent education for students with Autism, working towards quality of life and focusing on educational outcomes within the College's Biblical framework and in accordance with the Australian Curriculum and QCAA requirements in the absence of the regular teacher.

### SELECTION CRITERIA

- The ability to demonstrate a Christian worldview and actively support the Christian ethos of the College.
- A current Queensland College of Teachers registration.
- Bachelor of Education or Graduate Diploma of Education (coupled with other undergraduate degree level qualification).
- Demonstrated exemplary interpersonal, communication (written and verbal), and time management skills.
- Patience and a high degree of understanding and compassion.
- Proficient level of computer literacy with proven capacity in MS Office Suite, and other software/programs in common use for education.

### KEY DUTIES AND RESPONSIBILITIES

#### *General*

- Understand the philosophy of Christian Education and translate it into practice in the classroom, playground, office and staffroom.
- Deliver quality, individualised and effective teaching and learning programs which are consistent with the Australian Professional Standards for Teachers, and relevant syllabi, curriculum policies, work programs and educational trends.
- Maintain teaching competency and currency of knowledge of relevant curriculum programs as required by the department or other relevant statutory authorities.
- Provide for the physical, social, cultural and emotional wellbeing and physical safety of students whilst at school and enhance their overall development towards effective citizenship and responsible adulthood through participation in timetabled, non-timetabled and planned extra curricular activities.

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- Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices, effectively implementing the current Behaviour Management Framework.
- Work collaboratively within an interdisciplinary team to deliver personalised support plans as appropriate for individual students.
- Monitor each student's progress through observation, data collection and information exchange with regular classroom teachers and teaching assistants.
- Assess students (diagnostic, formative and summative) as required and directed by the regular classroom teacher.
- Establish and maintain effective collaborative relationships with relevant stakeholders including regular classroom teachers, teaching assistants, parents, carers and associated therapists/medical professionals.
- Maintain accurate records of all communication regarding student needs and programs for the regular classroom teacher.
- Maintain a flexible and positive attitude towards students with disabilities.
- Be punctual to playground duties and consistently diligent in supervision.

#### **OTHER REQUIREMENTS**

All members of staff at Eaton College are expected to:

- Convey to the public a positive image of the College.
- Demonstrate an awareness of and commitment to the College's Christian mission, vision and values.
- Understand and abide by the Code of Conduct and all other College policies and procedures.
- Understand and uphold the College's Christian worldview as set out in the "Upholding Calvary Christian College Beliefs" and the "Statement of Affirmation of the Australian Association of Christian Schools".
- Maintain an understanding of the Workplace Health and Safety and Safety Standards of the College.
- Participate in team training, social events and development activities to assist in the achievement of positive, Christian organisational culture and individual/work goals.
- Have no contact with any enrolled student via social media (excluding immediate family members).
- Maintain confidentiality in all matters related to the College, its employees, students, parents and others at all times.
- Carry out other reasonable duties as required.

#### **NOTE**

The purpose of this position description is to serve as a general overview and summary of the major duties and responsibilities of the role. It is not intended to be all-inclusive, and this position may be required to perform other work duties not specifically detailed. Eaton College reserves the right to modify this job description depending on the operational requirements of the College.

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<b>Status:</b>	Approved
<b>Authorised By:</b>	Rebecca Miller
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