TEACHER
Duties and Responsibilities Statement

John Septimus Roe
ANGLICAN COMMUNITY SCHOOL
PART OF AngliSchools

POSITION TITLE	Primary Teacher
REPORTS TO	Associate Principals Directors

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of the School. He is responsible for all staff appointments. The Principal delegates to other persons aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSR) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees are required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff are required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff are required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

GENERAL ATTRIBUTES REQUIRED OF ALL TEACHING STAFF

- A person of initiative and drive, able to assist in the development of a school from foundation.
- A person whose educational and personal philosophy align with the mission and values of AngliSchools.
- A teacher who understands and supports a focus on student learning, using appropriate teaching and learning strategies and technologies.
- A graduate of a recognised University and a current member of the Teacher Registration Board of Western Australia and hold a current Working with Children Check.
- Approachable, a good listener and effective communicator.
- Able to exhibit good health, vitality and energy.
- A person of sound judgement who is able to think strategically and make informed decisions.
- A person able to support and promote the faith and ethos of an Anglican school.

GENERAL RESPONSIBILITIES

Teaching staff at John Septimus Roe Anglican Community School will provide key pedagogical and pastoral leadership to the School community. They are ultimately accountable to the Principal for the professional guidance and educational instruction of the students under their care. Below provides a summary of key responsibilities and expectations of our teaching staff.

Teaching and Learning

- Be fully committed philosophically and in practice to a comprehensive co-curricular program and the role it plays in the School.
- Be conversant with and meet all School Curriculum and Standard Authority (SCSA) and Australian Curriculum requirements plus ensure that all preparation and delivery of curriculum is student centred.
- Utilise data in the analysis and evaluation of student learning, construct work and assessment programs for each term and semester, focusing on student learning outcomes. Use work programs and teaching strategies to identify individual student needs and then cater for them in association with the School's policies.
- Inform students and parents of each term's program and assessment requirements.
- Monitor progress and provide feedback to students, other teaching staff, and parents in a manner that is timely and responsive to student and parent needs.
- At reporting times, accurately draft and redraft student reports within the published time frame before final submissions to senior staff.
- Be competent in the use of IT and promote the responsible use and integration of technology into the curriculum.
- Refer to and update student information contained in the School's central administration files and the Schools SEQTA Student management system for the purpose of applying informed teaching practice.

Pastoral

- Promote a high standard of student behaviour, uniform, grooming and manner for all students by establishing clear expectations with students and through personally exhibiting a high standard of professional behaviour and formal dress.
- Support the Schools focus on proactive Pastoral care implementing practices that help support student personal growth and well-being.
- Nurture Christian formation in the Anglican tradition and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Communicate regularly with parents of the children in your class through use of the Student Diary, email, via telephone or in person, as required for the purpose of supporting student learning and pastoral care.
- Attend, assist with the preparation of, and actively participate in Chapel Services conducted in the Anglican tradition.
- Be willing and able to participate in the annual Camp program which will involve some overnight work away from the School Campus.
- Participate in Year Group, Sub-school and whole of School activities and events.

Other

- Undertake other duties as required and directed by the Principal or Principal's delegate.

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of AngliSchools and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the School. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Apply Work Health and Safety requirements in the workplace
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the School context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature Date

POSITION: TEACHER – PRIMARY SCHOOL

I have read this document and agree to undertake the duties and responsibilities listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Employee's Name

Signature Date