



# MAMRE ANGLICAN SCHOOL



## PRIMARY TEACHER (K-6)

### Role Description

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#### Purpose

The Junior School classroom teacher will work with other staff to be an effective professional who demonstrates thorough curriculum knowledge, can plan, teach and assess effectively, take responsibility for professional development and promote the aims and objectives of Mamre Anglican School (MAS). A Junior School teacher must be qualified to teach 5-12 year olds.

#### Major Responsibilities

The classroom teacher is responsible to the Principal through the Head of Junior School for:

##### Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning and:

- identify clear teaching objectives and specify how they will be taught and assessed
- set appropriate academic and behavioural expectations
- maintain discipline in accordance with the MAS procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- be aware of, make provision and differentiate for, students who have learning difficulties, are gifted or who have other individual needs
- implement a variety of teaching methods, including ICT & CANVAS as a learning platform when appropriate
- critically evaluate their own teaching to improve effectiveness
- participate in a peer evaluation system to improve classroom practice
- communicate with parents via the phone or email about their child's progress as appropriate
- liaise with the Head of Junior School to ensure the implementation of MAS policies and best practice
- attend and participate in staff meetings, assemblies and chapels
- deliver lessons using direct instruction, explicit teaching and a variety of open and collaborative learning approaches, including inquiry learning

##### Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; ensure coverage of programs of study
- Promptly mark and monitor students formal and informal assessment work and set targets for progress

- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise the level at which the student is achieving
- Undertake assessment of students as requested by NESA and MAS procedures; undertake assessment of students and participate in the School's reporting system to parents
- Keep abreast of statutory requirements in curriculum expressed by NESA and other professional bodies
- Write student academic reports as per the School guidelines and within published time frames
- Maintain an electronic Markbook on Edumate where appropriate
- Attend parent/teacher interviews with prepared data and valuable feedback on a student's progress

### Curriculum Development

- Write, evaluate and register programs as required by the Head of Junior School in the allocated timeframe
- Make evident a Christian worldview in all programs
- Contribute to a positive atmosphere and collegiality within the Junior School

### Pastoral Care

- Care for and build rapport with individual students and encourage the holistic growth of each student
- Promote the general progress and well-being of individual students and the Junior School as a whole
- Monitor and report on the progress of individual students. Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Liaise with the Coordinator of Well-Being and the Deputy Head of Junior School to ensure the implementation of the School's pastoral care system
- Communicate with parents via the phone or email about their child as appropriate
- Support the Friday afternoon Clubs Program by providing a suitable co-curricular activity
- Assist in school assemblies, Chapel programs and co-curricular activities when required
- Attend School camps and excursions when required

### Other Professional Requirements

- Have a working knowledge of teachers' professional duties, standards and duty of care
- Operate at all times within the stated policies and practices of the School including dressing in a professional manner, in line with the Staff Code of Conduct
- Contribute to the corporate life of the School through effective participation in meetings and management systems
- Take responsibility for ensuring all school policies and procedures, duties and practices are adhered to
- Be responsible for their own professional development

- Attend staff devotions and lead on a rostered basis

### Other professional responsibilities

- Perform any other duties as required by the Principal or their nominees from time to time

### Applications

All applications should include the following:

- Completion of the Employment Application Form which is available on the School website [www.mamre.nsw.edu.au](http://www.mamre.nsw.edu.au)
- Cover letter
- Resumé outlining teaching, administrative and other experience relevant to this position
- Cultural, recreational and sporting interests
- A statement of educational philosophy
- Signed Statement of Faith
- The names, addresses and telephone numbers of three confidential referees. One of these should be the applicant's present employer and one should be a minister of religion.

Email to: [office@mamre.nsw.edu.au](mailto:office@mamre.nsw.edu.au)

Subject: CONFIDENTIAL - The Principal – Primary Teacher Position

Closing date for applications Friday 4 September 2020