



## General Classroom Teacher – Job Description

### The Teaching Staff

The teachers of the school shall be committed Christians committed to the concept of Christ-centred learning. Teachers shall possess qualifications acceptable to State and Federal educational authorities. All Teacher Appointments in the school shall be ratified by the School Board.

The teachers shall:

1. Acknowledge that teaching is a profession, and as such this Role Description is not exhaustive but a guide to the generally accepted requirements for a teacher in good standing at the school. In addition to this Role Description Teachers should note the NSW Institute of Teachers, Teaching Standards as they are developed and updated from time to time as well as the acceptable community standards and expectations placed upon teachers as leaders in our community and society at large.	Always
2. Give their undivided commitment and attention to the carrying out of their fiduciary responsibilities as a teacher at Penrith Christian School whether or not that may relate to duties on site or off site situations.	Always
3. This involves maintaining appropriate professional standards at all times in relation to; preparation for lessons, forward planning, assessment, recording of assessments, completing all reports as required from time to time, maintaining professional learning, maintaining appropriate supervision, discipline and control in the classroom, playground or any other area where supervision is required; maintaining a high standard of dress and grooming in keeping with school policy and expectations; and to be compliant with, and set an example for all students, in their adherence to and support for school policies and procedures.	Always
4. Attend all functions (including out of school hours and overnight) as required and expected, including but not limited to; Presentation Nights, Parent-Teacher Interviews, Camps and Excursions (Staff and Students), special events in the community, church and school, including any special School Highlight Events at the sponsoring Church (ImagineNations Church)	As Required
5. In addition, as Christian professionals in good standing, teachers are expected to use initiative, insight and wisdom in dealing with the day to day activities of teaching, to be pro-active in carrying out their duty of care in relation to students and to be committed and positive contributors to the teaching team at the school.	Always



<b>6. For each class taught or allocated, whether on a permanent, part time, or casual basis:</b>	
a) plan, prepare and present	Each Term
i) the teaching program	Annually
ii) the Scope and Sequence	Each Term
b) register and evaluate these programs	Daily
7. Care for the welfare of the students placed in their charge.	Daily
8. Ensure that adequate supervision is maintained during the school day for the safety and security of each student.	Daily
9. Be aware of and assist in implementing WH&S policies and procedures	Daily
10. Encourage and stimulate each student to achieve maximum growth and development in all areas of the student's life.	Daily
11. Liaise with parents regarding the development of their children.	As needed
12. Keep proper records of	Regularly
a) academic progress	Daily
b) attendance of each student and	As needed
c) other records as determined by the principal.	Daily
13. Encourage the establishment of an effective and creative working and educational environment within the classroom.	Regularly
14. Seek to maintain and develop the professional standard of the teacher by attending appropriate training and professional courses and by personal study.	As needed
15. Care for the spiritual welfare of their students by encouraging each individual to seek and develop a relationship with the Lord, Jesus Christ.	Daily
16. Lead the students in their care in worship and devotions and by the example of their own lives foster the development of a mature Christian lifestyle.	Daily
17. Role model correct and appropriate Christian and professional ethical behaviour through the adherence to the school's code of conduct, all school policy as determined by the School Board and Principal and Godly principles.	Daily
18. VET Teachers will:	
a) Deliver VET Courses	As per time table
b) Assess Vet Competencies	Regularly
c) Monitor VET Competencies	Regularly
d) Market VET Courses	As needed
e) Comply with BOS requirements	As needed
f) Comply with VETAB requirements	As needed



## Pastoral Care and Home Group Teachers

The teachers shall:

1. Ensure that they mark the Roll for their PCG/HG Class each day in accordance with the policies and procedures as stated in the Attendance Policy and Procedures	Daily
2. Ensure that Attendance is monitored for each student in their PCG/HG in accordance with the monitoring procedures in the Attendance Policy and Procedures	Always