



## UPPER PRIMARY CLASSROOM TEACHER VACANCY

Dear Colleague,

Thank you for expressing an interest in the Upper Primary Classroom Teacher position available at Tarrington Lutheran School in 2019. To be considered for the position it is essential that applicants address all the selection criteria before submitting an application.

Applicants are asked to address the key selection criteria in no more than a page per criteria.

Please find attached:

- Advice to applicants
- Position Description
- Role Statement
- Key Selection Criteria

I wish you well with your application.

Kind Regards,

Mr Tony Peters (Principal)

June 2018

## **ADVICE TO APPLICANTS**

**a) School Contact:** 7901 Hamilton Highway  
Tarrington, Victoria 3301  
Telephone: (03) 55723897  
Fax: (03) 55719027  
Email: schooladmin@tarringtonls.vic.edu.au

**b) Preparation of Application. The following may be of assistance:**

- Applications should include the applicant's address and contact numbers (business and private), current position, qualifications and other employment history.
- **Applicants must address all selection criteria in no more than one page per criteria.**
- Applicants must nominate three referees, one of whom should be your pastor. These referees should be people who can make relevant comments regarding the applicant in relation to the key selection criteria. Applicants should note that the selection panel may choose to approach individuals other than those nominated. In submitting an application, individuals authorise us to contact the current employing Principal even if that person is not listed as a referee.
- Applications should be marked **CONFIDENTIAL** and should reach the school by **4:00pm** on Wednesday 15th August 2018.
- Applications should be addressed to:

**Email :** [gavan@tarringtonls.vic.edu.au](mailto:gavan@tarringtonls.vic.edu.au)  
**Subject: TLS Upper Primary Teacher  
Position**

**Or in writing: Gavan Cramer (Interim Principal)  
Tarrington Lutheran School  
7901 Hamilton Highway  
Tarrington, Vic., 3301**

**c) Remuneration**

Employment is offered in terms of The Lutheran Schools (Victoria) Agreement and The Victorian Independent Schools Teachers Awards and any subsequent amendments.

# TARRINGTON LUTHERAN SCHOOL

*"Learning and Growing Together."*

## **Position Description – CLASSROOM TEACHER**

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### SCHOOL VISION STATEMENT

"Tarrington Lutheran School is committed to providing excellence in education in a family atmosphere of Christian love and care."

### POSITION OBJECTIVES

At Tarrington Lutheran School it is expected that each teacher will support the Christian ethos of the school. A good example for Christian living is to be given to children and parents by teachers' words and actions. Positive reinforcement of it is of most importance. Where correction is needed this is to be given in a loving, caring manner and forgiveness is to be freely offered to children who err as God forgives each of us for Jesus' sake.

The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected you will co-operate fully with the Principal, other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Tarrington Lutheran School, Tarrington.

### POSITION SUMMARY

Classroom Teacher (Upper Primary)

Full time, 1 year contract with a view to extend, from the beginning of the 2019 school year.

### SCOPE AND NATURE OF THE POSITION

The successful applicant will be employed in the school to work as a classroom teacher taking responsibility for the provision of the learning program within the allocated class, along with all other responsibilities expected of a full-time classroom teacher at Tarrington.

The successful applicant will be required to work cooperatively and collaboratively with other staff members and the community, and actively contribute to the vision and values of the school.

## SCHOOL CONTEXT

Tarrington Lutheran School is an F - 6 school with an enrolment of approximately 130. It currently operates as single-stream learning structure with excellent facilities. Tarrington is a picturesque village located in south-west Victoria, 9km from Hamilton which has a population of approximately 10,000 people.

## KEY TASKS AND EXPECTATIONS

### **PLANNING AND PREPARATION**

1. Identify the individual needs of all students and provide for the range of abilities within the class.
2. Prepare long and short term teaching programs in line with school policy, having considered the needs of all children.
3. Ensure that all aspects of the curriculum are covered for the year level that he/she is teaching.
4. Be aware of the range and uses of resources throughout the school and have relevant materials available and easily accessible in the classroom to cater for the needs of the students.
5. Evaluate planning regularly and systematically and modify planning in the light of experience.
6. Prepare a well balanced, flexible timetable.
7. Organise time effectively, and efficiently in order to fulfill responsibilities as a classroom teacher.
8. Provide opportunities for the spiritual, cultural, physical and social development of students through appropriate activities.

### **ORGANISATION**

1. Maintain a purposeful display of student work ensuring that it is regularly changed. Care should be taken with presentation and placement.
2. The arrangement of the room and the grouping of students should be flexible and dependent on curricular needs, physical restrictions and the ability and interests of the children.
3. Ensure that resources are freely available to all staff and are replaced after use in class, ensuring that any damage is reported to the person in the school responsible for these resources.
4. Prepare year, term and weekly planners within school expected deadlines

### **ASSESSMENT, EVALUATION AND RECORD KEEPING**

1. Ensure that regular assessment and evaluation of each student is carried out and that adequate records are kept for self and the school.
2. Plan a variety of measures to monitor and evaluate pupil progress.
3. Ensure that all criticism is constructive.
4. Regularly participate in the evaluation of school policies and curriculum areas.
5. Prepare written evaluations on children's progress for parents in Terms 2 and 4.
6. Prepare Portfolios for children each term.

7. Communicate with parents as early as possible when a child is experiencing difficulty in any subject area.

### **PROFESSIONALISM**

1. Be prepared to participate in course and professional development activities relevant to his/her areas of responsibility.
2. Keep abreast of current thinking in education generally and within the school.
3. In terms of personal professional development, set targets and be prepared to work towards them.
4. Acknowledge that the staff is a team which should co-operate and be supportive in ensuring the smooth running of the school and as a member of that team.
5. Take responsibility for any child within the school community as necessary.
6. Be available to parents at a mutually convenient time outside school hours for parents' evenings, Parents & Friends Meetings, and individual interviews.
7. Attend staff meetings and staff devotions (except in exceptional circumstances).
8. Serve on yard duty as rostered.

### **PASTORAL CARE**

1. Mark the attendance record each day in accordance with the school and VRQA policy.
2. Be aware of the child's home background, safety and welfare and take these factors into consideration in any dealings with the child.
3. Act upon any indications of suspected abuse and any signs of non-accidental injury.
4. Maintain an atmosphere in the classroom, which encourages each student to perform to the best of his/her ability.

### **RELATIONSHIPS**

1. Develop positive relationships with the principal and other members of staff.
2. Develop positive and supportive relationships with parents, particularly of the children in present class.
3. Keep parents informed of activities and topics being studied in class.
4. Involve parents where possible in the classroom and in school activities.
5. As the opportunities arise, develop positive relationships with members of the community and promote a positive image of the school among them.
6. Develop a warm, caring relationship with the children of the school.

### **PERSONAL ABILITIES**

1. Be committed to working as part of a team focused on developing a stimulating, inquiry driven, learning environment that differentiates to effectively meet the needs of every student:
2. Be an outstanding educator who has a real passion for teaching and who demonstrates enthusiasm and dedication;
3. Support the belief that all students have the ability and right to learn:
4. Be flexible in their approach to teaching and capable of working effectively in a team; and
5. Have a commitment to ongoing professional learning.

## KEY SELECTION CRITERIA

**Applicants should address the following criteria in no more than one page per criteria:**

SC 1 Demonstrated skills which reflect commitment to and understanding of the Christian ethos of the school:

- Ability to maintain a positive focused, well managed classroom with a high standard of pastoral care;
- Ability to include parents as partners;
- Ability to lead children in Christian worship;
- Willingness to contribute to the maintenance of the Christian based caring atmosphere of the school.

SC 2 Demonstrated professional skills:

- Ability to develop professional relationships with children;
- Ability to develop professional relationships with staff, colleagues, parents and members of the community;
- Demonstrated participation and willingness to participate in professional learning;
- Ability to work closely as a team with Teachers and all other staff.

SC 3 Demonstrated ability to plan and implement learning programs:

- Demonstrated knowledge of Victorian Curriculum guidelines and the Australian Curriculum documents;
- Knowledge of Upper Primary practices and the organisation and delivery of stimulating learning experiences;
- Ability to plan effective documented programs that include weekly plans and long term overviews;
- Ability to keep current records on students using a range of observational data;
- Ability to integrate Information Technology.

## **QUALIFICATIONS**

1. All teachers in Lutheran Schools are required to have Lutheran Accreditation. Commitment to study for this is required.
2. Meet the requirements of registration as a primary teacher with the Victorian Institute of Teaching.
3. A current First Aid and associated certifications.