



Leighland CHRISTIAN SCHOOL

POSITION DESCRIPTION

TITLE:	Head of Primary
APPOINTED BY:	The Board
RESPONSIBLE TO:	Principal - Ulverstone

ROLE IN MANAGEMENT STRUCTURE:

- The Principal - Ulverstone has responsibility for the operations of Leighland Christian School – Ulverstone Campus, including the effectiveness of educational practice and programs at Ulverstone. The Principal – Ulverstone is part of the School wide leadership team with the Principal – Burnie and the Business Manager.
- The Heads of Secondary and Primary assist the Principal in his/her role as part of the Ulverstone Leadership Team, particularly in relation to the effective management of their specific areas.
- The **Head of Primary** at Ulverstone is responsible to the Principal - Ulverstone for the day to day activities of the Primary school, ensuring that the area is well administered and operating smoothly operating within the broad guidelines and policies set by the Board.

MAIN QUALITIES AND OBJECTIVES:

The Head of Primary is:

- Responsible for the overall management of the Primary area, including the effectiveness of educational practices and programs
- Part of the Ulverstone Leadership Team where he/she actively participates in the development of school policy, procedures, curriculum and programs
- An Experienced Teacher with the relevant qualifications in education
- Well informed about current educational practices and philosophies
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective and able to ensure that such teaching is effectively implemented
- Able to provide a Godly example to staff and students through his/her manner and general lifestyle – abiding by the statement of faith and lifestyle clauses included in the EA

SPECIFIC AREAS OF RESPONSIBILITY:

General

The Head of Primary at Ulverstone is broadly responsible for:

- Establishing and maintaining a God-honouring environment
- Establishing effective lines of communication amongst staff, student and parents
- Upholding the Mission and Vision of the School
- Evaluating and improving the policies, programs and practices of the Primary school
- Attending and reporting to the Ulverstone Leadership Team Meetings
- Attending to such other duties as required by the Principal of Ulverstone



Curriculum

Under the oversight of the Principal – Ulverstone and in conjunction with the Burnie Campus Principal, the Head of Primary at Ulverstone will:

- Promote and monitor best practice teaching
- Develop quality curriculum documents
- Ensure that teaching practices accord with curriculum plans
- Supervise the overall quality of teaching
- Lead the Primary staff in building and maintaining positive and productive classroom environments.
- Ensure the Primary curriculum is maintained at the same level at both Ulverstone and Burnie

Management

Risk Management

The Head of Primary will assist the Principal – Ulverstone with:

- The assessment of risk management requirements, policy and procedure development and implementation procedures
- His/her duties as an officer under the WH&S Act

Day-to-day Management

The Head of Primary will manage day to day aspects of the Primary area by:

- Establishing clear expectations and support for an appropriate behavioural tone amongst students.
- Developing and maintaining effective communication with the Principal – Ulverstone, the other members of the Ulverstone Leadership Team, the teaching staff and the administration staff.
- Supervising the Primary area budget in conjunction with Principal – Ulverstone and the Business Manager
- Ensuring that duty of care responsibilities are being upheld and that safety and risk management policies are being adhered to in the Primary area
- Attending meetings as required by the Principal

Staff

The Head of Primary will lead and oversee the Primary staff by:

- Approving and allocating appropriate professional development activities
- Negotiating with and assisting staff in establishing their individual professional development plans
- Establishing clear expectations and support for strong morale and high professional standards for Primary staff
- Creating an environment that allows for individual staff to show initiative and to open communication channels
- Planning, facilitating and leading Primary Staff Meetings
- Ensuring that appropriate staff records are maintained and accessible.
- Conducting appraisals of Primary teaching staff and general aides.
- Maintaining pastoral oversight of the staff, and, where appropriate, consulting with and making recommendations to the Principal – Ulverstone.
- Allocating duties to staff as required and providing advice and assistance with development of the annual timetable
- Ensuring the effective induction of all new Primary staff, in consultation with the Principal – Ulverstone
- Ensuring that all Primary staff adhere to relevant policies and procedures
- Authorising any additional leave or absences for professional development
- Managing the Primary relief budget



Students

The Head of Primary will support, encourage and nurture students by:

- Monitoring the needs of all students in the section and taking the initiative in addressing risk situations by
 - Visiting classrooms regularly
 - Liaising with staff regarding student needs
- Managing the more serious disciplinary and pastoral processes for students
- Communicating with parents when issues of significance or concern arise
- Supervising the implementation of student welfare policies and processes
- Developing and monitoring special/management programs for high risk students
- Ensuring that records for students are well maintained and accessible
- Modelling, encouraging and facilitating constructive relationships with the parents
- Answering communications with parents in a timely manner
- Ensuring that parents are kept well informed of matters affecting the morale and educational progress of their children
- Planning and overseeing arrangements for grade camps and excursions
- Promoting and developing strategies to encourage a productive work ethic amongst the students
- Managing Bus Issues in consultation with the Business Manager

EVALUATION OF PERFORMANCE

The Head of Primary's performance will be assessed with close regard to:

- Achievement of the above-mentioned requirements
- The Christian Character and tone of the Primary school
- The strength of staff and student morale in the Primary school
- Levels of parent satisfaction
- Levels of awareness and adherence to school policies within the Primary school
- The extent to which all Primary staff are teaching to an appropriate professional standard
- The smooth day-to-day functioning of the Primary school
- The appropriate resolution of conflict situations

ACCOUNTABILITY

The Head of Primary is directly responsible to the Principal – Ulverstone and shall be required to:

- Provide a written report each term to the Principal – Ulverstone
- Meet weekly for discussions with the Principal – Ulverstone
- Provide an annual Professional Development Plan to the Principal – Ulverstone
- Be professionally appraised annually by the Principal-Ulverstone

TEACHING LOAD

A minimum of 0.2 full time equivalent teaching load

WORKING AT LEIGHLAND

YOUR EMPLOYER

Staff are employed by the Board of the Leighland Christian Parent Controlled School Association (inc).

THE SCHOOL'S EXPECTATIONS

Staff are expected to be in attendance during normal working hours as specific to each Campus. These are the normal working hours, however, there is some flexibility at the discretion of the Principal. Only the Principal can authorise early departures at the end of the school day.

Staff will:

- be committed Christians, involved in regular worship and active in expressing their faith through their lifestyle.
- work together as members of a Christian Community.
- subscribe to the Educational Creed of the Association and be committed to the Christian values of the School.
- be committed to the School Mission Statement, Core Values and Vision.
- pray daily with colleagues and students and participate in the worship activities of the School.
- work within the School's authority structure (Board, Principal, Senior Staff).
- actively support the policies of the Association and School.
- be aware of and abide by the School's Code of Conduct and Grievance / Complaint Resolution Policy.
- participate in Staff Appraisals.
- attend meetings and activities out of normal hours including Association AGM, parent-teacher interviews, year level information nights, professional development activities, special services, open days/evenings and major school community events (as described in the Staff Handbook).
- ensure that classroom and work areas are tidy and well presented.
- be prompt for morning briefing and the start of lessons, supervision, meetings etc.
- comply with the LCS Dress Code: a high standard of dress and personal presentation is expected.
- comply with all requirements as outlined in the Staff Handbook.
- have consideration for the staffrooms and the teaching/working environment of other staff.
- work to help students to develop a Christian vision of life so that they become effective disciples.
- be expected to work on either Campus as required by the School.

Teaching Staff will:

- work in accordance with the Base Teacher Statement.
- teach Christianly.
- maintain a professional awareness of developments in teaching and Christian Education through personal scholarship, further study, reading and membership of professional bodies.
- attend the annual Conferences for CEN schools in Tasmania.
- undertake Christian Teaching Professional Development (NICE courses) as requested by the Board.
- actively support the co-curricular program of the School: such as coaching, managing sports teams, camps, band and choir, electives, inter-house activities, special interest groups, school fairs, concerts and eisteddfods.
- undertake weekly supervision; yard, library, bus or staffroom duties as required.
- be professional with programming, lesson planning, competent in teaching and prompt with marking and feedback to students.
- be positive with discipline and direct students in their behaviour, attitudes and actions.
- lead by example.
- take initial responsibility for the pastoral care of all students.



Statement of Faith

Preamble	This <i>Statement of Faith</i> outlines what we believe as we engage in the task of Christian education. This is the faith on which our School was founded. This is who we are; this is what we promote, practise and teach.
An Open Enrolment Clause	As an open enrolment school, we recognise that our student and parent community includes a variety of faith and lifestyle beliefs. All are welcome in our School. Nevertheless, it is important when joining the School community, that families understand what the School promotes, practises and teaches. We recognise the right of parents and students to hold different positions on lifestyle or faith as private matters.
God	<ol style="list-style-type: none"> 1. There is one God who is three persons: Father, Son and Holy Spirit.¹ 2. God created the world and He created us to be His people. God loves us and is our Father in Heaven. He rules over the world and provides us with everything we need. God reveals Himself to us through His creation, through His Word in the Bible, and most of all through His Son Jesus Christ.²
The Bible	<ol style="list-style-type: none"> 3. The Bible is God's written Word, spoken by God through the people who wrote it. Because of this we can trust the Bible in everything we believe and do. In the Bible, God tells us how much He loves us and how He wants to be with us forever, as His family. The Bible guides and directs us on how God wants us to live. It tells us what God is like and that His plan for us is good.³
Life before God	<ol style="list-style-type: none"> 4. God is Holy and His law is perfect. God created humanity, both male and female, in His own image. Since the beginning when Adam and Eve disobeyed God, all people have broken God's laws. This is what sin is. God is offended when we break His laws. Unless we turn to Him and ask His help to turn away from our sin, we will be separated from Him forever.⁴ 5. But God loves us and does not want to be separated from us. God wants us to be in His family. He wants us to honour Him because He made the world and He rules over the world. He wants us to learn about Him from the Bible. He wants us to talk to Him and enjoy being with Him.⁵ 6. God's plan is to welcome us into His family again. This happens when we trust in Jesus. Jesus is God. He came to earth as a man and taught people about God. Jesus lived exactly how God planned for Him and never broke God's law. Jesus took the consequences for our sin when He died on the cross. Because of this, God promises He will forgive us when we turn to Him and away from our sin. Believing in Jesus and why He died for us is the only way we can be in God's family again.⁶ 7. Jesus died for us, but that was not the end! Jesus also rose from the dead. He is alive again! Jesus is the ruler of the world. He broke the power of sin and death. The Bible says Jesus is now in Heaven. He rules over the world with God. Jesus is preparing a place for every person who trusts in Him.⁷ 8. Because Jesus is God's Son and the ruler of everything, we can be sure His promises are true. Jesus sent the Holy Spirit to help us believe God's promises and to understand the Bible. The Holy Spirit helps us believe in Jesus. The Holy

	<p>Spirit helps us see all the things we do that break God's law, and helps us to be more like God wants us to be. He encourages us to do God's work here on earth. God is bringing His world back to Himself and wants us to participate with Him in this work. One day Jesus will return to this world, and everything will be made new and right.⁸</p> <p>9. God wants us to tell all people in the world about how much He loves them. God wants us to tell all people about how He is the ruler of the world. God wants us to tell all people about Jesus and why He died. Every person who puts their trust in Jesus becomes part of God's family, called the church.⁹</p> <p>10. The Bible says that God's promises are for all people who believe in Him. This means Christian parents want to teach their children to know and love God too. God's best plan for children is that they grow up in families. The Bible teaches that families are formed through marriage and tells us that marriage is a commitment between one man and one woman, to the exclusion of all others, that is intended to last for life and is the rightful place for sexual activity and procreation.¹⁰</p>
A Christian	11. A Christian is someone who trusts in God's gift of Jesus Christ as his or her Saviour and who strives to follow Jesus' example in every area of life. ¹¹
Christian Schools	<p>12. Christian schools partner with families in teaching children that the world and everything in it belong to God. Christian schools weave this understanding all through their curriculum and in their everyday practices.¹²</p> <p>13. God wants His family to protect and nurture every person as an individual who has dignity and worth from before they are born. He wants His people to work for justice in every society and to protect and care for His creation. He wants us to love others as He loves them.¹³</p> <p>14. This is God's world and Jesus Christ is at the heart of all things. Jesus is the ruler and King of everything we do. He is Lord in our Schools, in our homes, in our lives and in our hearts. Everything we do can be done with thanks for everything God has given us as an act of worship to Him.¹⁴</p>

¹ Deut. 6:4, Matt. 28:19, Mark 12:29, John 14:8-18

² Gen. 1, Ps. 19:1-4, Ps. 33:6, Rom. 1:20, Heb. 1:1-4

³ Deut. 10:12-13, 2 Tim. 3:16-17, 2 Peter 1:19-21

⁴ Gen. 1:27, Rom. 1:18-32, Rom. 5:12-14, Rom. 6:23, Eph. 2:3

⁵ John 14:1-3, Rom. 3:22-24

⁶ Matt. 20:28, 2 Cor. 5:21, 1 Tim. 2:5-6, 1 Peter 2:22-24

⁷ Matt. 28:18, Luke 24:36-43, John 5:21-23, John 14:2-3, 1 Peter 1:3

⁸ John 14:16-18, John 15:26, 1 Cor. 2:9-10, 1 Cor. 12:3, Titus 3:3-8

⁹ Matt. 28:18-19, Mark 16:15-16, Acts 1:8, Rom. 12:4-8, Eph. 1:20-22, Heb. 10:24-25

¹⁰ Gen. 1:27-28, Gen. 2:24, Gen 17:7, Matt. 19:4-6, Matt. 19:14, Acts 2:39, Eph. 5:22-32

¹¹ Rom. 6:23, Rom. 12, Titus 3:3-8, 1 Peter 2:21

¹² Deut. 6:6-7, Deut. 10:14, Ps. 24:1, Eph. 6:4

¹³ Gen. 1:26-28, Ex. 20:13, Ps. 139:13-16, Micah 6:8

¹⁴ Deut. 10:14, Ps 24:1, Ps 150:6, Eph. 1:20-22, Rev. 5:13



EDUCATIONAL CREED

The objects of the Association shall be:

1. To establish and maintain at such place or places as the Board may from time to time decide upon, a school or schools for the daily education and instruction of children, such education and instruction to be based upon the following principles:
 - a. Compliance with any law or statute in force in Tasmania relating to the conduct and running of schools for the education of children.
 - b. That the Word of God as outlined in the following Education Creed be the basis of the conduct, operation and management of the School.
 - c. That the conduct, operation and management of the Association and schools is not, and shall not be, subject to an ecclesiastical organisation.

EDUCATIONAL CREED

ARTICLE 1 – HOLY SCRIPTURE AND EDUCATION

By faith we confess the books of the Old and New Testaments to be the divinely inspired, inerrant Word of God (a), the only absolute rule for all faith and conduct, and therefore also for the education of our children at home and at school.

(a) *2 Tim 3:16/17*

ARTICLE 2 – CHRISTIAN PARENTS AND EDUCATION

We believe that in His wise covenant, God has appointed the parents to be responsible for the education of the child – and accept the responsibility to bring up our children in the discipline and instruction of the Lord (a), and therefore also hold ourselves responsible for that part of their education which takes place outside the home in the School.

(a) *Eph 6:4*

ARTICLE 3 – CHRISTIAN SCHOOLS

Believing Christ to be the Lord of our whole life, we understand a Christian school to be a legitimate educational institution in which all subjects are taught by the light of God's revelation in Jesus Christ, as contained in the Old and New Testaments, and in which Christ is honoured by daily prayer and study of the Bible.

In view of the above, the purpose of Christian Education is:

- A. To continue the God-centred and God-honouring programme of instruction begun in the home.
- B. To ensure this objective by the appointment of teachers who agree with and adhere to the principles expressed in this Creed.
- C. To direct the child to commit his/her heart to the Lord and His service.

ARTICLE 4 – THE FOLLOWING DOCTRINES ARE OF SPECIAL IMPORTANCE TO CHRISTIAN EDUCATION.

A God and Creation

All things were created by God through his Word and Spirit and to the glorification of His Holy Name (a). It is God who preserves all creation. From these beliefs must proceed man's effort to understand the universe and the Scripture.

(a) *Col 1:15-17, Gen 1, Ps 33:6, Ps 8, Ps 19, Rom 11:36*

B The Bible and Science

Creation as well as Scripture have been brought forth by the same God of truth. Therefore, any seeming discrepancy between the Bible and science can only be due to human error, either in science or in the interpretation of Scripture. Science is truly scientific when both nature and Scripture are taken seriously.

C Man

Man was created in the image of God to enjoy true communion with Him (a). Man was instructed to exercise dominion over the whole world in loving obedience to God, whose works and glory he should make manifest through all his life and doings (b).

(a) *Gen 1:26f, Acts 17:16f*

(b) *Gen 1:28f, Ps 8:4f, Rom 1:20*

D Sin

By disobeying God's law, man estranged himself from God and his neighbour and brought God's curse upon himself and all creation (a). As a result, man became blind to life's true meaning and purpose; he misuses his knowledge and abilities and adheres to man-centred philosophies (b).

(a) *Gen 3:16-19, Rom 8:19f*

(b) *Rom 1:18f*

E Christ

Jesus Christ is God become man (a). By His death and resurrection He redeems our life in its entirety (b), so that we may know God, ourselves and the world in which we live, and may seek to do His will in all spheres of life (c).

(a) *John 1:1-14*

(b) *1 Cor 1:30*

(c) *Rom 8:1-17*

F The Holy Spirit

The Holy Spirit, the third person of the Holy Trinity (a), is the divine source of all created life (b) and truth (c) and of faith in Christ (d).

(a) *2 Cor 13:14*

(b) *Gen 1:2, Ps 104:30*

(c) *John 16:13, 1 Cor 2:9f*



BASE TEACHER STATEMENT

TITLE	Teacher (Generic)
AREA/S OF TEACHING	Early Childhood Primary Secondary Senior Secondary
LOCATION	Burnie or Ulverstone Campus
TERMS OF EMPLOYMENT	<ul style="list-style-type: none">➤ Permanent / full-time 70 hours per fortnight, 52 weeks per year including 4 weeks' annual leave➤ Part-time teaching (Staff may be asked to work at either Campus location. This applies to both full-time and part-time positions).
SALARY LEVEL	To be confirmed
LINE OF RESPONSIBILITY	Head – Principal – Board
POSITION LOCATION	Initial location may be at either campus, however, staff may be required to teach on either campus or in any positions commensurate with their skill, training and experience.

POSITION OBJECTIVE

- To teach Christianly
- To provide a Christian Learning environment for all students
- To implement and manage appropriate learning programs for students
- To assess individual student progress

TEACHER DUTIES (GENERIC)

- To teach in a Christian manner at all times
- To prepare students for a life of service to God
- To uphold the Vision, Mission & Core Values of Leighland Christian School
- To uphold the Educational Creed
- To work in accordance with the Working at Leighland document
- Specific teaching responsibilities include:
 - Classroom teaching
 - Assessment of students and their needs, including pastoral care and reporting
 - Preparation and implementation of appropriate learning programs
 - Application of suitable student behaviour management strategies
 - Use of flexible teaching strategies and processes
 - Classroom management and the use of learning resources
 - Involvement in curriculum and administrative committees and, where appropriate, other aspects of school life
 - Out-of-classroom student supervision

- Liaison with the other campus and other professional staff
- Development of flexible teaching strategies
- Personal professional development
- Participation in and contribution to general school activities
- Participation in school functions, meetings, professional development as defined in the Working at Leighland document

LEVEL OF RESPONSIBILITY

Responsible for the successful management of the assigned teaching duties and associated activities.

DIRECTIONS / SUPERVISION RECEIVED

- Receives direction, guidance and feedback from Senior Staff
- Participation in Annual Appraisal

ESSENTIAL REQUIREMENTS

- Proven commitment to Christian faith including active / regular involvement in a church
- Ability and willingness to sign the Statement of Faith
- Current certificate of Tasmanian registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania)
- Must hold a Working with Vulnerable People card
- Must be eligible to become an Association member
- Must be willing to agree to Policies and Procedures of Leighland Christian School
- ICT competence level

DESIRABLE REQUIREMENTS

- Understanding of how to teach in a Christian manner
- Confidence in using a Learning Management System and Program

SELECTION CRITERIA

The Board is the employer for LCS

Positions are advertised

Each position has a set of required criteria. Each applicant will be considered on merit.

The base criteria are qualifications, skill, knowledge, relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Understanding of Christian Education
2. Evidence of well-developed and current knowledge of curriculum content and teaching methodologies appropriate to the applicant's area of teaching expertise.
3. Good interpersonal and communication skills with students and peers.
4. Personal skills of flexibility, adaptability as well as a high degree of motivation.
5. Commitment to the principles of equal opportunity in education for all students.

PRE-AMBLE

Leighland Christian School is committed to providing a safe and effective work place in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues. *see related policies.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

THE ROLE OF TEACHING STAFF

1. Requirements:

- 1.1 All members of staff must declare their unconditional agreement, without moral reservation, with Leighland Christian School's Education Creed, Core Values, Mission Statement and Vision; they must be actively involved in a Christian Church; must be scripturally sound in their teaching; and must lead a life of Christian faith.
- 1.2 Members of staff are employees of Leighland Christian School and it is a term of their employment that they carry out all lawful directions of Leighland Christian School's Board. We celebrate as one body, many parts.
- 1.3 The staff may be required to remain after normal school hours for additional duties and meetings deemed necessary by the Principal or Board including camps and extra-curricular duties.
- 1.4 Teachers may be required to teach in a diversity of roles.
- 1.5 Teachers with a "passion" for an area of teaching are encouraged to pursue this passion when possible.
- 1.6 Teachers are to attend all professional development activities as requested of them by the Senior Staff or Board.

2. Responsibilities:

- 2.1 Teachers should acquaint themselves with the Staff Handbook and all policy documents pertaining to the School and facility use within the School including ICT.
- 2.2 Teachers should endeavour to build up their teaching competence. All staff wishing to attend in-service courses in school time should seek approval of the Principal before applying to attend.
- 2.3 Teachers should exercise discretion and confidentiality when taking part in discussion about the School.
- 2.4 Teachers will notify the Principal or delegate as early as possible when they are going to be absent for any reason.
- 2.5 Teachers should endeavour to set an example in dress, presentation, neatness, manners and speech. They should be helpful in dealing with parents and members of Leighland Christian School and other visitors to the School.
- 2.6 Teachers should contribute to the maintenance of positive school morale and atmosphere, general order and discipline.
- 2.7 Teachers should recognise their responsibility for the success of school functions and assisting with these when asked to do so.

- 2.8 Teachers will, as required by the Principal and Board, be required to attend National Institute of Christian Education courses and any other professional development as directed by the School.
- 2.9 The Principal should be made aware of any serious complaint or criticism which affects the School, who in turn will make it known to the Board. The Grievance / Complaint Resolution Policy is to be followed where staff are involved.

3. Relationships with the School Community:

- 3.1 The School is a community of members of alumni, Association, non-member parents, Board of Leighland Christian School, staff and pupils, all under the authority of Christ. Each of these groups has their different function supported by the whole community so that they may work in Christian harmony.
- 3.2 The authority of the teacher is upheld by the whole school community, but is never to be exercised or maintained for its own sake. It is only to be used for the effective nurture of the child, in harmony with the awareness that all authority is of God.
- 3.3 In like manner all staff are responsible to uphold the authority of the Board and Principal out of love and commitment to the common cause.

In summary, all relationships within the School should be governed by a desire to edify each other, minister to each other's needs and to be more like Christ.

4. Relationships with Pupils:

- 4.1 Teachers should endeavour to establish good relationships with all pupils through understanding and firm control.

Teachers should guide each pupil towards full personal development and encourage pupils to reach the maximum of their academic potential.

Each teacher should be mindful of keeping details of private conversations with pupils confidential. However, their primary responsibility is to keep parents informed concerning matters affecting their child.

Teachers should encourage the Christian faith of all children.

All teachers are agents for Mandatory reporting.

Teachers must be aware of custodial issues relating to their class / care group.

5. Relationships with Parents:

- 5.1 Teachers should endeavour to establish good relationships with all parents through regular communication.
- 5.2 Teachers should maintain a professional approach to parents at all times.
- 5.3 Teachers should keep documentation in relation to parent contact / meetings.

6. Relationships with the Principal:

- 6.1 Teachers are required to comply with all lawful instructions given by the Principal.

- 6.2 Teachers shall attend all staff meetings unless approval to be absent has been granted by the Principal.
- 6.3 Teachers should consult with the Coordinator / Head / Principal on all important matters including problems or decisions affecting the classes or pupils.
- 6.4 Teachers are required to prepare and submit planning to Heads and the Principal as required.

7. Expectations

- 7.1 Teachers will keep records of the content of their lessons and present these programs to the Head - Principal.
- 7.2 Teachers will keep up to date and accurate SEQTA entries of all lessons taught.
- 7.3 Use of flexible teaching strategies and processes.
- 7.4 Teachers are encouraged to be present at all general meetings of Leighland Christian School and are encouraged to become an Association member.
- 7.5 Teachers shall prepare and display a timetable indicating the usual frequency and duration of the various aspects of their program.
- 7.6 Teachers will attend morning devotions and be punctual to their classes and other duties assigned to them.
- 7.7 Teachers shall keep all such records and assessments as may be necessary to account to parents, Principal and Board for their student's welfare / pastoral care.
- 7.8 Teachers should be alert to pupils defacing furniture, abusing equipment and should take utmost care with school property.
- 7.9 Teachers should ensure their classrooms are stimulating and orderly.
- 7.10 Teachers are required to exercise such discipline over the children of the School as is necessary for the development of character and the maintenance of order in the School (see Behaviour Management Policy). Reports should be entered into SEQTA – Pastoral Care.
- 7.11 Coordinators/Heads will enter all reports of major offences in which they shall indicate the names of pupils, the reasons for the discipline and the nature of the discipline (see Behaviour Management Policy).
- 7.12 Each teacher shall be assigned to playground duty during which they shall be alert to:
 - Isolated pupils
 - Cruel or excessive teasing
 - Dangerous play
 - Bad language, crude behaviour and unhelpful associations
 - Pupils leaving the grounds and / or out of bounds
 - Littering
 - Bullying
- 7.13 Each teacher should bring to the notice of the Head – Principal any special academic, social, physiological or emotional problems or needs of a pupil.

- 7.14 All correspondence on the School letterhead must be agreed by the Principal.
- 7.15 All correspondence to parents emanating from the staff is to be pre-approved and co-signed by the Principal.
- 7.16 Before informing parents of any major problems that may have arisen, teachers should liaise with the Coordinator or Head.
- 7.17 No teacher shall purchase equipment or materials on the School account without the Budget area's or Principal's approval.
- 7.18 Teachers should discuss purchases with Coordinators/Heads prior to purchasing.
- 7.19 Teachers will develop liaison with fellow CEN schools and other professional staff.
- 7.20 Teachers will prepare assessment of students' work and periodic reporting to parents.
- 7.21 Teachers will have involvement in curriculum and administrative committees and, where appropriate, other decision making bodies.
- 7.22 Teachers will have a Personal Learning Plan.
- 7.23 Teachers will undertake personal and professional development.
- 7.24 Teachers will participate in Annual Staff Appraisals.
- 7.25 Teachers will be members of Christian Educators' Professional Association (cepa). Annual Membership is paid by the Board of LCS.
- 7.26 Teachers will understand and apply the AITSL Standards in relation to teaching and learning.

8. Intellectual Property:

- 8.1 Staff are reminded that curriculum documentation and teaching programs developed at Leighland Christian School are the intellectual property of Leighland Christian School Association.
- 8.2 All original documentation and materials (both hard & electronic copy/ies) remain the property of Leighland Christian School and are to be returned to the School on cessation of your employment.
- 8.3 As the creator of materials, staff are entitled to keep a personal copy of the work for use at their discretion. Any distribution of these materials should not contain any reference to the School without specific approval of the Principal.
- 8.4 Any other material / documentation belonging to the School, and not specifically produced by the staff member, should not be copied for personal use or for circulation to any other entity without the approval of the Principal being obtained.

9. Appraisal

- 9.1 Formal appraisal will occur for all teachers annually.

10. Privacy Issues

- 10.1 All staff need to understand what is required of them.
- 10.2 Confidentiality is a base expectation in regards to all student issues.