



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

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| Position Title: | Visual Arts Teacher – Preparatory School (Reception to Year 6) |
| School: | Preparatory School |
| Supervisor: | Head of Preparatory School |
| Type of Employment: | Part-time (FTE 0.4), |
| Last Updated: | September 2017 |

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education program: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic program has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programs that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

To develop and deliver high quality teaching programmes that encourage students to achieve academically and to become life-long learners

To assist students to develop to their fullest potential by encouraging and supporting their participation in co-curricular activities, and by role modelling appropriate behaviours and providing pastoral care as required.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

Duties and responsibilities include, but are not limited to:

- Development and use of a flexible range of teaching strategies and approaches to enhance the learning experience for a wide range of students. This includes the use of ICTs to advance the learning programs;
- Plan, prepare and teach lessons that reflect a sound knowledge of relevant subject syllabuses, the International Baccalaureate Primary Years Programme (PYP) and ACGS work programmes;
- Supervise students in timetabled classes, occasional supervision periods, on Grounds Duty and at School functions that staff and students are expected to attend;
- Utilise available technology to maximise the opportunity for good teaching and to constantly update teaching resource materials;
- Develop and utilise appropriate evaluation techniques for formative assessment, and set and supervise summative assessment tasks;
- Role model behaviour that supports Churchie's aim to develop behavioural self-management in the students;
- Uphold and support the School's Christian philosophy and approach;
- Participate in School Committees as appropriate to share ideas and contribute to the development of teaching excellence;
- Participate in the co-curricular programme and use this opportunity to engender team and competitive spirit among the students;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops;
- Pursue professional development opportunities in order to keep abreast of changes in education and appropriate subject areas;



- Contribute toward the pastoral care for students in specified form class, and for students in general, in line with ACGS philosophy;
- Communicate effectively with teaching colleagues, parents, students and administrative staff;
- Carry out reporting and other administrative duties appropriate to a classroom teacher in an effective and efficient manner;
- Deal with student behavioural problems according to the School's philosophy on behaviour management and discipline.

From time to time additional duties may be required by the Head, and Deputy Heads, of Preparatory School

Teaching and Co-curricular:

- Maintain a regular teaching commitment equivalent to FTE 0.4 per year.
- Maintain a regular co-curricular commitment each year.

This may be subject to change based on the Queensland Anglican School's Enterprise Agreement which is reviewed approximately every three years.

Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct.
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles.
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.
- Applicants must possess (or be eligible to obtain) a current Blue Card and/or registered with Queensland College of Teachers.

Student Protection:

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold or apply for, and maintain a current Working with Children Check – Bluecard QLD or be registered with and maintain registration with the Queensland College of Teachers.



ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

SELECTION CRITERIA

The successful candidate will have:

1. Appropriate tertiary qualification in Visual Arts / Primary Education and Primary visual arts classroom experience.
2. Ability to inspire primary aged boys in the visual arts and to integrate information technology into the classroom.
3. Demonstrated ability to work effectively within a team and to build co-operative relationships with parents.
4. Commitment to the co-curricular programme of the School, particularly the coaching of sporting teams.
5. Experience in designing, implementing and assessing effective curriculum (experience in the International Baccalaureate Primary Years Programme would be advantageous).
6. Eligible to work in Australia, Qualified Teacher and registered with the Queensland College of Teachers.

APPLICATION PROCESS

Applicants should submit:

1. A cover letter (1 to 1.5 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
2. A full resume.
3. The names, address and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria.
(*Please note:* in the case of those applicants short listed for interview, the School may contact your current employer following the interview).



4. Relevant Academic Transcripts/Records.
(Please note: this is not your Graduating Certificate).
5. A copy of your Queensland College of Teachers registration.

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