

Position Description: Specialist Teacher Primary

Job Title:	Classroom Teacher
Job Family:	Teacher
Reports To:	Principal
Department:	Primary School
Location:	96 Barkly Rd, North Fitzroy VIC
1FTE Standard Hours:	22 teaching hours/week, 76 hours/fortnight
Salary Schedule:	Bi-weekly, 52/52



Key Responsibilities

- Planning, coordination and implementation of teaching activities and resources
- Continuous assessment and written reports
- Implementation of DSM's educational model and curriculum
- Care, safety, welfare and development of students is ensured at all times
- Conflict resolution in the classroom
- Cooperation with other teachers
- Building strong relationship with students and their parents
- Compliance with procedures, policies, regulations and VIT registration requirements
- Maintenance of confidentiality in relation to student, parent and workplace interactions
- Continuous development of teaching, education, professional and DSM specific competencies
- Adherence to VIT Code of Conduct

Key Outcomes

- Implementation and completion of the curriculum for the school year for assigned classes
- Optimal progression of students' knowledge, skills and development towards the school curriculum's learning objectives in the context of the students' underlying potential
- Balanced, confident and resilient students
- Trusted and effective relationships with students and students' parents
- Effective working relationships with other staff members
- Completion of class observations with and from another teacher
- Maintenance of VIT registration

Key Activities

- Create a flexible learning environment that considers all students' age, language proficiency, abilities and individual needs
- Plan and implement innovative and challenging learning activities targeted to foster the social, emotional and cognitive growth of each student
- Consistently use the principles of the DSM educational model (one teacher – one language, early immersion)
- Encourage student participation in all aspects of the learning process
- Create a nurturing environment for students in which each student is equally valued
- Manage class priorities based on curriculum progress and completion
- Organise classroom to provide a safe, welcoming, stimulating and need based environment
- Monitors students' progress and keeps comprehensive records of each student's progress
- Writes reports which clearly reflect the student's approach to learning, performance on a range of assessment tasks, strengths and weaknesses and recommended courses of action
- Demonstrate high standards of behaviour
- Communicate clearly and appropriately with parents and students
- Collaborate and share knowledge, ideas and resources with the team
- Actively ensure understanding of DSM policies and procedures, act in accordance with them and promote successful implementation
- Participate in staff meetings, teacher planning days, professional development and annual review activities
- Participate in internal/external school events

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Key Skills

- Teaching at primary level
- Ability to prepare contents targeted to an audience
- Clear and appropriate communication
- Strong oral and writing skills in German and English
- Speak confidently in front of student and parent groups
- Confidence to represent the school
- Ability to build trusted relationships with students and parents
- Team collaboration and cooperation
- Organisation and time management
- Analytical and conceptual ability to identify issues/problems and proactively find an appropriate solution considering all parties
- Ability to plan and manage tasks and activities

Styles:

- Result orientation: Target at delivering high quality results for the school
- Engagement: Provide positive outlook, motivate and encourage other team members
- Commitment: Demonstrate high level of commitment
- Participation: Participate in school activities as required and take an active role in the further development of the school
- Ownership: Take ownership of the school's success
- Integrity: Be honest, inspire trust and take responsibility for actions

Required Registration

- VIT Registration
- Work permit

Required Qualification/Education

- Primary school teacher (First and Second State Exam)
- High proficiency in German and English
- Experience with Immersion
- Victorian Curriculum / Curriculum Thuringia
- First Aid Level 2
- Anaphylaxis
- Microsoft Office and internet
- Teaching technologies (e.g. iPad)

Stakeholder

- (Prospective) Parents and students
- Teachers, leadership and admin staff
- Community members

Direct Reports:

- Assigned student teachers

Authority

Signature:	No authority
Payments/Budget:	Upon approval by Principal
Staff:	No authority
Salaries:	No authority

Key Responsibilities = What am I responsible for? What do I need to do?

Key Outcomes = What should have been achieved by the end of the year?

Key Activities = What are typical activities required on a day-to-day basis to fulfil my responsibilities and achieve my outcomes?

Key Skills = What skills do I need to successfully fulfil/manage my responsibilities?