



Job Description

Position title:	St Philip's Christian Education – Primary Teacher – Maternity Leave Position (12 months)
School / Entity:	St Philip's Christian College Cessnock
Reports to:	Head of Junior School
Direct reports:	Nil
Award:	Independent Schools NSW Teachers Multi-Enterprise Agreement 2021
Date created / revised	April 2024

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

What's it like working in St Philip's Christian College Cessnock?

Staff at St Philip's Christian College Cessnock model Christian character and good moral behaviour that explicitly supports the Christian beliefs and values of the College. Staff uphold the St Philip's Christian College greater vision where 'every student enjoys a safe and secure learning environment and contribute to a positive, inclusive and productive College culture where staff, students and families feel valued and respected. St Philip's Christian College Cessnock encourages a cohesive culture by engaging with others in a meaningful, caring and authentic manner where priority is given to ensure the Christian growth of students and staff. St Philip's Christian College Cessnock encourages staff to pursue Professional Development and growth opportunities.

What's the focus of this position?

What you'll be doing:

- Plan, prepare and deliver effective teaching and learning programs which demonstrate:
 - Clear alignment with biblical principles and sound doctrine
 - Strong subject knowledge
 - Current educational research
 - Well-developed practice
 - Capacity for student engagement
 - Consistency with the [Australian Professional Standards for Teachers](#), relevant syllabus documents & policies



- Working in collaboration with the relevant Year Group Team and Sub School staff.
- Assess students in a variety of ways for the purposes of giving effective feedback that leads to improvement, and reporting about learning.
- Maintain student records and samples of work, and report on student performance to students, parents, the College and other stakeholders as required.
- Utilise technology well and be proactive in developing IT skills.
- Develop and utilise a wide variety of effective practices so that learning is prioritised in all classrooms.
- Where possible, ensure that learning can continue if unavoidable absence occurs, by providing appropriate lesson plans for colleagues.
- Perform playground duties and lunch clubs as required.
- Involvement in Extracurricular activities including camps, excursions, mission trips and Spring Fair etc.

The essentials you'll need:

- A current paid Working With Children Check.
- Current Primary Teaching Qualification.
- Excellent working knowledge of the Microsoft Office Suite of products and a willingness to embrace new technologies.
- Maintain and build upon your professional expertise by participating in appropriate professional development courses.
- Uphold and support the mission, core values, vision, policies and aims of the College.
- Be a committed Christian and an active church member.
- Be passionate about Christian education.
- Lead by example with high professional standards in all aspects of College life.
- Demonstrate a high level of communication skills and demonstrates effective collaboration.
- Demonstrate effective conflict resolution skills and strategies.
- Demonstrate a high level of organisational proficiency.
- Be personally and corporately committed to developing best practice in teaching, student management and procedural matters.
- Maintain high standards and have a calm and methodical approach.
- Multi-task, prioritise workload and meet deadlines.
- Represent the College in a positive manner to the wider school community.
- Display discretion, confidentiality, honesty and integrity.
- Be positive, self-directed, empathetic, enthusiastic and highly motivated.
- Demonstrate adaptability, flexibility, resilience and manage work related pressures.
- Work cooperatively and collaboratively as a member of a team.
- Communicate accurately and consistently in a clear manner.
- Possess excellent interpersonal skills.
- Work successfully and build positive, caring relationships with staff, students, parents/carers and the wider community.
- Support the health and safety of yourself and others by undertaking duties in a manner that is positive, proactive and sustainable.
- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Identification and timely reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.



We'll encourage you along the way

No job description can capture the complexity of running a school. Therefore, this role will include other duties that may be required by the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world.

All employees are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

Acknowledgment:

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and that this will be an ongoing point of reference for discussions with my direct supervisor.

I affirm that having consideration of the inherent requirements of this role, there is no impediment to my ability to undertake the role in full.

Employee Name:	
Employee Signature:	
Date:	