



bestchance is the operating name of Child & Family Care Network Inc.

POSITION DESCRIPTION

Position Title: Primary Teacher

Reporting to: Program Leader – Primary Education

Location: Cheshire School

Date: June 2008

Objective:

- To provide an intervention program equipping students with strategies to manage their behaviour and learning so they can successfully return to mainstream education.

Main Tasks:

1. Plan, organise, implement and evaluate individual, educational programs for each student, aligned to the VELS (Victorian Essential Learning Standards).
2. Provide an integrated, innovative, flexible curriculum to meet the individual needs of each student.
3. Implement consistent behaviour management strategies with the classroom and playground.
4. Work to the attitudes and values in accordance with the ethos and philosophy of the agency and the School.
5. Work co-operatively as part of the multi-disciplinary team at **bestchance** and in close co-operation with counselling and support staff in relation to issues and programs relating to the students.
6. Provide written reports as required, detailing students' progress in accordance with the academic year. Develop and maintain documentation of work programs for class and individual students. Maintain attendance roll, administration of medication forms, workbooks and student files.
7. Keep accurate records following any communication with other agencies or schools.

8. Ensure on-going professional development by reading, studying and participating in professional development. Maintain an interest in current trends in education and student welfare and an awareness of new products and processes.
9. Assist in the supervision of volunteers and student teachers as required. Assist and induct emergency teachers with the routine of the classroom and the location of materials.
10. Organise school excursions. Assist in driving students in the school bus as required.
11. Ensure adequate supervision of students during school hours and assist in the supervision of students during recesses as required.
12. Maintain a co-operative relationship with parents/caregivers which allows for informal discussions regularly as well as formal program support group meetings each term. Assist in fostering a positive school community.
13. Work with students to build self-esteem through a variety of appropriate educational methods to encourage individual creativity, task completion and the development of self confidence in learning.
14. Assist in actively developing the students' social skills. Expose the students to new and different activities and experiences.
15. Use respectful, diverse and creative strategies in classroom management.
16. Assist in maintaining a safe, orderly and attractive work environment (including the staff room), which is conducive to effective learning and good practice.
17. Carry out other duties as negotiated and agreed with the Manager of Client Services.

Performance Indicators:

Applicants should be mindful of the following professional standards expected of a teacher at the Cheshire School:

- Demonstrate a comprehensive knowledge of curriculum issues beyond their own teaching area;
- Demonstrate and model excellent teaching and learning practices;
- Provide accomplished and highly regarded educational leadership within the school community and beyond;
- Undertake a creative role in implementing the curriculum.

Selection Criteria:

- Registration with the Victorian Institute of Teaching. All applicants must supply their registration number.
- Demonstrated knowledge of all curriculum areas and an ability to develop and deliver integrated units.
- Demonstrated capability in the management of students with social, emotional and learning difficulties.

- Demonstrated ability to maintain positive, sensitive relationships between students, staff, parents and guardians.
- Energetic, active personality with the ability to inspire students and generate ideas. Creative problem solver with a solution focused approach to problems, work methods and teaching.
- Capacity to manage a diverse workload, prioritise and meet deadlines in a responsive manner. Ability to work independently and co-operatively in a team environment.
- Positive and encouraging attitude toward promoting the agency's commitment to students and total family care.
- Special Education qualifications and/or experience would be an advantage.
- Applicants with previous positions of responsibility would be highly regarded
- Applicants must hold a current licence to drive manual vehicles.

Organisational information:

The Cheshire School is a student-centred intervention program of **bestchance** (formerly Child and Family Care Network). The program supports primary age children with social, emotional, behavioural and/or learning difficulties.

Please see www.bestchance.org.au for further information about **bestchance** Child Family Care.

bestchance is an equal opportunity employer and has a smoke free environment in its buildings and motor vehicles.

Conditions:

Terms and conditions as prescribed in the Victorian Independent Schools – Teachers Award 1996.

Teaching staff are normally expected to be at school Monday to Friday from 8:30am until 4.30pm with ½ hour daily lunch break, a total of 37.5 hours per week. Attendance may also be required at specific times either before or after school when it is considered necessary, e.g. Parent/guardian meetings, case discussions.

A three month probationary period applies to all positions at **bestchance**.

Commencement of employment is conditional upon a satisfactory police records check and confirmation that you hold or have applied for (at a cost to you of \$73.90) a Victorian *Working With Children Check*.

A canteen on premises operates during School Terms and there is ample off-street parking. **bestchance** limits smoking to specific outdoor areas and does not permit smoking in its vehicles.