



## **PRIMARY TEACHER FULL TIME POSITION APPLICATION PROCESS FOR EMPLOYMENT IN 2022**

### **Introduction**

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. Commencing operations in 2005, the School operates under the NSW Education System. The School includes Primary (K-6) and Secondary (7-12) with a current enrolment of 650 students.

Moama is a twin town with Echuca, situated on the scenic Murray River, north of Melbourne on the NSW/Victorian border. It is a thriving regional area with lots of recreational, cultural and community activities on offer, and the chance to live within a short drive of your workplace.

The School offers a positive work environment, professional opportunities and the chance to be part of a welcoming and supportive community.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care. Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

### **The nature of the position and starting date**

Applications are sought from Primary teachers, to fill the full time position of **Primary Teacher**.

Successful applicants would ideally commence work on **Monday 24 January 2022**.

### **Key selection criteria**

- A demonstrated skill level in Kindergarten – Year 6 teaching area
- A proven ability to work well with students and colleagues individually and in a team environment
- Skills and interest in developing the sports and/or cultural programs of the school
- A keen interest in developing the School during the next period of its growth
- A demonstrated ability to develop quality work programs in line with NSW syllabus documents would be an advantage
- The candidate should support the Christian ethos of the School

### **Application details**

Your written application **must include**: a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

*It would be helpful if applicants made reference to where they saw this position advertised.*

If selected for interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential

To the Principal

Mrs Carmel Spry

Moama Anglican Grammar

PO Box 786

MOAMA NSW 2731

Or by email to:

[recruitment@moamagrammar.nsw.edu.au](mailto:recruitment@moamagrammar.nsw.edu.au)

With the heading: ***Confidential to the Principal***

**APPLICATIONS CLOSE AT 4:00PM ON MONDAY 29 NOVEMBER 2021.**

### **Child Protection issues**

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

**Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.**

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the NSW Office of the Children's Guardian.

### **Registration**

Teachers who have not taught in NSW in recent years are classified as new scheme teachers and must apply for registration through the NSW Institute of Teachers. Those registered with other states can transfer their registration.

### **Key Areas of Responsibility**

The following Position Description is not intended to be an exhaustive summary of tasks and duties.



## **PRIMARY TEACHER - POSITION DESCRIPTION**

### **Full time – Starting 2022**

<b>POSITION TITLE:</b>	Primary Teacher
<b>WORK AREA:</b>	Primary
<b>SUB SCHOOL:</b>	Kinder - Year 6
<b>CLASSIFICATION:</b>	Teaching
<b>EMPLOYMENT TYPE:</b>	Ongoing

#### **LEVEL OF AUTONOMY**

Works under the direction of the Head of Primary.

#### **REPORTS TO**

The Principal through the Head of Teaching & Learning (Primary) and the Head of Primary.

#### **APPRAISAL**

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities.

#### **SALARY AND CONDITIONS**

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017.

#### **Hours of Work**

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with scheduled after school meetings going to 5.00pm from time to time and evening meetings after 7.00 pm as required. There are 60 (fifty minute) periods per fortnight including Assembly. A full time teacher teaches 23 periods per week and attends Assembly. They have 6 periods per week for preparation. A full time teacher will do a set number of duties per week and may be asked to take an "extra" for an absent staff member.

Members of staff are expected to attend whole staff meetings (one afternoon per fortnight) and faculty meetings on a pro rata basis. Attendance at Parent Teacher Evenings and special School functions such as Presentation Evening is expected.

## **KEY AREAS OF RESPONSIBILITY**

### **Duties:**

- Work under the direction of the Principal, the Deputy Principal, Head of Primary, Head of Teaching & Learning (Primary) and such other senior staff who are given responsibility for the operation of the School or part thereof.
- Take responsibility for the pastoral care and discipline of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
- Monitor student progress in relation to ability, through the setting and marking of student work requirements.
- Develop and implement appropriate teaching strategies to facilitate student learning.
- Report regularly on student progress to parents and senior staff including attending Parent/Teacher Interviews.
- Participate, as required, in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care.
- Attend and participate in staff meetings at a faculty and whole school level

Carmel Spry  
**Principal**

November 2021