



Carey
Baptist
College
Harrisdale

Position Description Early Years Teacher Primary School

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

Purpose

The Early Years Teacher takes responsibility for the progress of a class of Kindy to Year 2 pupils. The role reports to the Principal or their delegate from the Primary School.

Each year level and specialist area will have additional duties relevant to that area. Please refer to the appendix.

'The Carey Way'

- It takes a village to raise a child.
- We are all made in the image of God - 'Imago Dei'.
- No-one is here by accident; all are called by God.
- We operate on a platform of trust.
- Be solution focussed, not problem focussed
- Deal with the 'pinches' before they become 'crunches'
- Open-door policy
- Remember the Three Gs: + Grace - Gossip = Glorifying God
- Be the hands and feet of Jesus.
- Be curious - fill the gap with trust, not suspicion.
- Vision is a team sport - when we carry the vision, we cast the vision.

General Duties

- Deliver a Christian education through systematic teaching, praying, devotions, stories, songs etc as well as other activities as required by the College
- Carry and contribute to the vision of the College
- Plan, prepare, teach and assess the Western Australian Curriculum, encompassing the EYLF in the early years, to achieve student outcomes
- Manage student behaviour according to Carey policies
- Know your students with diagnosed disabilities and funding; meet with parents, EAs, managers and external providers when appropriate
- Complete IEPs for each child in your class as directed by the SAER Coordinator
- Complete CAPs (Curriculum Adjustment Plan) for each child receiving additional support
- Monitor, evaluate and report student progress in key learning areas each semester
- Meet with parents both formally and informally
- Communicate regularly with families through your Class Rep, letters, emails, newsletter
- Organise excursions and incursions
- Run an Assembly once per year (Year 1 & 2 only)
- Prepare a class/year-level item for the Christmas Concert at the end of the year
- Take care of resources
- Collaborate with colleagues
- Moderate work
- Attend meetings when required
- Attend professional learning days and events
- Stay abreast of current best practice
- Attend special College events (which may occur out of school hours)
- Participate in and help with carnivals
- Supervise students at recess, lunchtime and after school when on roster
- Write referrals for students to access the school psychologist or external agencies
- Volunteer with different committees, clubs, extra-curricular events and activities
- Liaise appropriately with Education Assistants when necessary
- Follow College procedures and policies
- Set goals to improve professional standards
- Meet with in-line managers for support and accountability
- Keep classrooms and shared spaces clean and tidy - respect the next user
- Handover students at the end of the year to the next teachers
- Provide first aid when required
- Know which of your students have Emergency Action Plans
- Write certificate blurbs: an Achievement Award and an Extra Special Person Award per student per annum (Year 1& 2 only)
- Participate in social activities to grow and connect with staff, building a strong community and culture

Know your responsibilities regarding:

- Safety of students and child protection
- Professional boundaries and grooming behaviour
- Code of Conduct
- Occupational health and safety
- Mandatory reporting
- Privacy
- Confidentiality
- Borrowing and purchasing resources
- Professional learning

Knowledge, Experience and Attributes:

- Have appropriate tertiary qualifications in education
- Be supportive of the Christian ethos of the School
- Be able to establish caring relationships with students, demonstrating the love of God on a daily basis
- Demonstrate a deep understanding of the developmental needs of young children
- Be able to apply sound pedagogical principles in the classroom, including creative and critical thinking
- Have excellent skills utilising and facilitating the use of technology in the classroom
- Show initiative, flexibility and the ability to work both independently and as part of a team
- Possess excellent personal and interpersonal skills
- Show initiative working within the classroom
- Demonstrate well-developed organisational skills
- Demonstrate a high degree of professionalism and confidentiality
- Be a self-motivated and rapid learner
- Work collaboratively using the existing processes and frameworks
- Lead and contribute to staff projects
- Communicate respectfully and clearly (spoken and written text)
- Be organised and meet deadlines
- Manage self, resources and others
- Demonstrate a solution focused approach
- Be a positive, hard-working, collaborative and a flexible professional
- Be a thinker and an action-oriented doer
- Contribute to a positive and productive work environment
- Move rapidly while maintaining high quality performance
- Seek and use feedback to improve performance

Appendix 1:

Kindy and Pre-Primary Teachers

- Organise events to honour families: Mother's Day, Father's Day and Grandparents Day
- Kindy: Contribute to running 'Get Ready!', the College's transition from home to Kindergarten program, which involves giving presentations to parents, assisting in the preparation of the event, and hosting Orientation sessions.
- Pre-Primary: Organise with the other teachers Pre-Primary Graduation, which involves preparing speeches, teaching musical items and preparing visual displays.

Year 1 Teachers

- Together with other teachers, plan and present an information meeting for Pre-Primary parents to help transition their children to Year 1.
- Contribute to updating a Year 1 Information Booklet for Pre-Primary parents.
- Participate in purchasing and maintaining classroom resources that facilitate hands on, play-based learning activities.

Year 2 Teachers

- Participate in purchasing and maintaining classroom resources that facilitate hands on, play-based learning activities.