

# POSITION DESCRIPTION

## POSITION DETAILS

|                 |                                             |
|-----------------|---------------------------------------------|
| Position Title: | 1 FTE Native Italian Primary School Teacher |
| Division:       | IBS                                         |
| Reports To:     | Executive Principal                         |
| Responsible to: | General Manager                             |
| Location:       | Italian Bilingual School                    |
| Date:           | August 2024                                 |

## MAIN PURPOSE OF POSITION

The Native Italian Primary School Teacher fosters cultural awareness and literacy in Italian for students from Kindergarten to Year 6, in alignment with the NESAs (New South Wales Education Standards Authority) syllabuses for Primary Education. The role involves teaching the Key Learning Areas (KLAs) of Science and Technology, History, Geography, Creative Arts, and Personal Development, Health and Physical Education in Italian. The teacher also plays a pivotal role in students' social and emotional development.

## KEY ROLES AND RESPONSIBILITIES

1. Teach the Key Learning Areas (KLAs) in Italian, including Science and Technology, History, Geography, Creative Arts, and Personal Development, Health and Physical Education, following the NESAs guideline.
2. Communicate exclusively in Italian with students in accordance with the school's "una faccia una lingua" methodology. This approach ensures consistency in language delivery, helping students associate each teacher with one language.
3. Work closely with the English Primary School Teacher to ensure the seamless integration of both Italian and English curricula, supporting bilingual education goal.
4. Present the prescribed curriculum using a range of engaging, creative teaching methods, promoting students' interests, skills, and development.
5. Prepare, administer, and mark tests, projects, and assignments to evaluate students' progress, recording results and maintaining accurate scholastic records.
6. Provide guidance and support to students, addressing individual progress and concerns, in consultation with parents, student counsellors, and senior teachers.
7. Maintain discipline and ensure a positive, inclusive learning environment within the classroom and other school areas.
8. Participate in staff meetings, educational conferences, and workshops, ensuring continuous professional development and staying updated on new educational trends

9. Foster positive relationships with parents, the broader school community, and external stakeholders to support students' learning and the overall goals of the school.
10. Contribute to extra-curricular activities such as school sports, concerts, excursions, and other special interest programs.
11. Liaising with parent, community, and business groups.
12. Maintaining class and scholastic records.
13. Performing extra-curricular tasks such as assisting with sport, school concerts, excursions, and special interest programs.
14. Supervise and mentor student teachers on placement, sharing best practices in bilingual education.
15. Other duties in line with the philosophy and objectives of Co.As.It. as directed by Deputy Principal.
16. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

## **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

The Native Italian Primary school teacher needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services.

These relationships include:

- Allocated English Primary School teacher;
- Deputy Principal;
- The Head of Education and Executive Principal;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Italian Bilingual School;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public;

## **DECISION MAKING**

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the classroom;
- Content of advice and information provided to Deputy Principal.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;
- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

## **KEY PERFORMANCE CRITERIA**

**Broad indicators:**

- Be personally guided by the values of the organisation;
- To arrive at work on time and to advise manger/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- High level cooperation with other staff, teams and divisions.

**Position Specific indicators:**

- To ensure the successful implementation of The Key Learning Areas (KLAs) in Italian;
- To build and maintain strong relationships with teachers and staff in the Italian Bilingual School;
- Active participation in extra curricular activities.

**SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

**Essential**

- BA in Primary Education or Italian equivalent (Laurea in Scienze della Formazione Primaria)
- Proven experience in Primary School teaching;
- Highly developed interpersonal and communication skills;
- Confident manner and experience in working with the public;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Native proficiency in Italian;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

**VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**POSITION HOLDER**

Signature..... Date.....

**SUPERVISOR**

Signature..... Date.....