ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

POSITION TITLE:	**Primary Teacher**
STATUS:	**Full time/Part time**
REPORTS TO:	**Head of Primary**
KEY RELATIONSHIPS:	**Stage Coordinator, Academic Support Teacher, and teaching colleagues**

Nestled in the vibrant Central West of New South Wales, Orange Christian School (OCS) is a thriving, non-denominational Prep to Year 12 co-educational school community committed to providing holistic, Christ-centred education. For more than 40 years, we have partnered with families to nurture the spiritual, academic, and personal growth of each student, ensuring every child is known, valued, and encouraged to flourish. At OCS, our culture is warm, relational, and grounded in faith. Staff work collaboratively as the body of Christ, supporting and encouraging one another while modelling Christian character and values in all aspects of school life.

Our vision is: *"To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God."*

Every member of staff plays a vital role in advancing this vision through their service, relationships, and commitment to excellence in Christian education. We are seeking skilled and committed Christian educators who bring strong classroom practice, high expectations for learning, and a desire to contribute their expertise to a collaborative, Christ-centred school community.

1. ROLE PURPOSE

The Primary Teacher is responsible for delivering high-quality, Christ-centred teaching, with high expectations for student learning, achievement and behaviour. The role requires strong curriculum knowledge, effective classroom practice and the use of assessment evidence to improve student learning.

The successful applicant will nurture students' spiritual, academic, social, and emotional growth, creating a learning environment where each child is known, valued, and encouraged to flourish.

As a Christian role model, the Primary Teacher will demonstrate a genuine and active faith in Jesus Christ, reflecting biblical values in their interactions with students, colleagues, parents, and the wider school community. They will contribute positively to the culture of the school, working collaboratively with staff and supporting the school's commitment to holistic Christian education.

The Primary Teacher is expected to carry out all responsibilities in a manner that upholds the Christian ethos of the school and is consistent with the Orange Christian School Statement of Faith, seeking to integrate a Christian worldview into teaching, learning, and professional practice.

2. INVOLVEMENT IN THE LIFE OF THE SCHOOL

- Attendance at staff meetings.
- Participation in staff devotions and prayer meetings.
- Active support of the School's Christian ethos, vision, and mission.
- Attendance and involvement in key school events, celebrations, presentations, and community activities.
- Participation in parent-teacher interviews and information evenings as required.
- Support and supervision of excursions, camps, and co-curricular activities where appropriate.
- Engagement in professional learning and ongoing professional development.
- Positive contribution to collaborative planning, curriculum development, and school improvement initiatives.

- Building and maintaining constructive partnerships with parents and carers.
- Demonstrating a commitment to the spiritual wellbeing and discipleship of students.
- Contributing to a supportive, collegial, and Christ-centred staff culture.
- Undertaking other duties and responsibilities as reasonably directed by the Principal or Head of School.

3. PERSONAL ATTRIBUTES

The successful applicant will demonstrate the following personal qualities and attributes:

- A Christian who is striving to live a life in accordance with God's Word (Deut. 8:3) and uphold a Christ-like attitude and lifestyle (Phil. 2:5).
- Willing and able to share their faith and articulate how it informs and shapes their role within the School (1 Peter 3:15).
- An active member of a local church community (Acts 2:42).
- Understands that their conduct should be above reproach at all times (1 Tim. 3:2), recognising their role as a witness for Christ (Acts 1:8) and an ambassador for Christ (2 Cor. 5:20).
- Committed to encouraging, supporting, and building up others as members of the Body of Christ (1 Cor. 12:12-27).
- Supportive of the School's Vision, Mission, Statement of Faith, and Christian ethos.
- Demonstrates a heart for Christian education and a genuine desire to see young people flourish spiritually, academically, socially, and emotionally.
- Relates well to students, parents, and colleagues, demonstrating humility, grace, wisdom, and professionalism.
- Is collegial and contributes positively to a collaborative and supportive staff culture.
- Demonstrates emotional maturity, sound judgement and effective organisation, responding constructively to challenges.
- Is organised, adaptable, and proactive, showing initiative and sound judgement.
- Is an effective communicator who builds positive relationships and is willing to engage in courageous and respectful conversations when required.
- Demonstrates integrity, accountability, and a commitment to excellence in all aspects of their work.
- Values ongoing personal, spiritual and professional growth, engaging thoughtfully with feedback and contributing their own expertise to strengthen the practice of others.

4. QUALIFICATIONS AND COMPLIANCE REQUIREMENTS

- Hold appropriate tertiary qualifications and experience relevant to the position.
- Maintain current accreditation with NESA to teach in a NSW school.
- Holds and maintains a valid Working With Children Check clearance.
- Participate in regular appraisal, review, and professional development processes as required by the School.
- Annually affirm and abide by the School’s Staff Code of Conduct and Statement of Faith.
- Promptly inform the Principal if you are no longer able to support or adhere to the School’s Statement of Faith and/or no longer attend church.
- Meet the School’s child safety and professional suitability requirements and provide accurate information relevant to these requirements during recruitment and employment, including disclosure of relevant disciplinary findings, current investigations or restrictions on working with children, as required by law and School policy.

- Comply with all relevant School policies, procedures, and legislative obligations.
- Report workplace health and safety (WHS) concerns, incidents, hazards, and risks in a timely manner, work proactively to minimise risks, and contribute to maintaining a safe and healthy environment for students, staff, and visitors.

5. TEACHING, LEARNING AND PROFESSIONAL RESPONSIBILITIES

The Teacher will:

- Develop, document, deliver and evaluate coherent, challenging teaching and learning programs aligned with NSW syllabus requirements, demonstrating strong primary curriculum knowledge and effective approaches to literacy and numeracy.
- Integrate a Christian worldview into teaching and learning, helping students develop their understanding of God, His creation, and their role in serving others.
- Use evidence-informed teaching practices, including explicit instruction, clear modelling, purposeful questioning, guided practice and regular checks for understanding, to develop secure knowledge, understanding and skills.
- Respond to students' assessed learning needs through targeted teaching, appropriate adjustments, consolidation and extension, maintaining high expectations and providing suitable challenge for all learners.
- Create and maintain a safe, positive, orderly, and inclusive learning environment characterised by high expectations, mutual respect, and effective classroom management.
- Use formative and summative assessment to identify learning needs, monitor progress, provide timely and actionable feedback, and adjust teaching. Make sound, evidence-based judgements about student achievement and report clearly in accordance with school requirements.
- Participate in and support the delivery of sporting, physical education, outdoor education, and co-curricular programs, encouraging student participation, teamwork, resilience, and healthy lifestyles.
- Work collaboratively with Academic Support Teachers and Academic Support Officers to support students with diverse learning needs, implement and document reasonable adjustments, and contribute to the evidence and processes required for NCCD compliance.
- Build positive and professional relationships with students, parents, and colleagues, communicating effectively and working collaboratively to support student wellbeing and learning.
- Contribute actively to collaborative planning, curriculum review and assessment moderation. Share effective practice, engage constructively with professional feedback, and evaluate the impact of teaching on student learning.
- Engage in ongoing professional learning and reflective practice to enhance effectiveness as a Christian educator.
- Uphold all school policies, procedures, child safety requirements, and professional standards.
- Participate actively in the wider life of the school, including assemblies, meetings, excursions, camps, co-curricular activities, and community events as required.
- Maintain accurate record keeping, update Edumate, and maintain confidentiality.
- Model Christian character, servant leadership, and professional conduct in all aspects of school life.

6. PROFESSIONAL DEVELOPMENT

The Teacher shall:

- Participate in professional learning and development activities as required by the School.
- Engage in ongoing professional growth to enhance teaching practice, Christian leadership, and student outcomes.
- Maintain all professional accreditation and compliance requirements relevant to the role.
- Contribute to a culture of continuous improvement through reflection, collaboration, and the implementation of best practice.
- Undertake any reasonable recommended professional development provided by the School as directed by the Principal.

7. ACCOUNTABILITY

The Teacher shall:

- Report directly to the relevant Head of School.
- Work collaboratively with the Stage Coordinator, Head of Primary and Academic Support team, drawing on their support for curriculum, teaching and student wellbeing, and contributing to shared improvement priorities..
- Provide information, reports, and documentation as reasonably requested by the Principal, Deputy Principals, or Head of School.
- Carry out the responsibilities of the role in accordance with School policies, procedures, and expectations.
- Be accountable for the effective delivery of teaching and learning programs, student wellbeing, and professional responsibilities.
- Undertake other duties and responsibilities as reasonably directed by the Principal or Head of School.

8. OTHER

- This position is subject to the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement 2026. The commencing salary step will be determined in accordance with the successful applicant's recognised qualifications and relevant experience.
- The successful applicant acknowledges the requirements, responsibilities, and expectations of the position as outlined in this Position Description.
- This Position Description is intended to provide a general outline of the role and is not an exhaustive list of duties, responsibilities, or requirements.
- The School reserves the right to amend, vary, or update this Position Description from time to time to meet operational, compliance, educational, or strategic needs.
- The successful applicant will be required to comply with all School policies, procedures, child safety requirements, and applicable legislative obligations.
- The successful applicant must maintain all required registrations, accreditations, qualifications, and clearances relevant to the position throughout the term of their employment.

ORANGE
CHRISTIAN SCHOOL

GOD'S WORD IS TRUTH

Employment Application Form

Prep to Year 12

VISION:

To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Applicant's Name:

Position applied for:

Full-time: ◯ Part-time: ◯ Casual: ◉

Mandatory Requirements

Please return this form together with:

- ☐ Cover letter addressing requirements for the position
- ☐ Your resume
- ☐ Working With Children Check number
- ☐ Certified copies of relevant qualifications/ academic transcripts
- ☐ Letter from current minister/ pastor
- ☐ Any other supporting documentation
- ☐ NESA Teacher number + accreditation status (Teachers Only)
- ☐ Statement of Service (Teachers Only)
- ☐ Current First Aid (Prep Only)

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Principal's EA, Office **Email: ocs@ocs.nsw.edu.au**

Please complete in BLOCK LETTERS

QUESTIONS MARKED WITH AN ASTERISK (*) ARE OPTIONAL

Title:

Surname:

Given name/s:

Teachers only – NESA number:

REQUIRED FOR VERIFICATION OF WWCC

Date of birth: *Gender:

*Country of birth: *Nationality:

*Aboriginality

- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander
- None

*Marital status

*Children

IF YOU ARE CONSIDERING ENROLLING YOUR CHILDREN AT THE SCHOOL, INTO WHICH YEAR/S WOULD THEY BE ENROLLED?

Street address:

Suburb: Postcode:

State:

Phone: Mobile:

Email:

CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the Child Protection (Working with Children) Act 2012 (NSW) for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work.

Further details: **www.service.nsw.gov.au**

WWCC No. **Expiry Date**

CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended:

Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

Describe your habits regarding prayer and Bible study:

Please state, in a few words, your view of Scripture:

What is your motivation for working in a Christian School?

CHRISTIAN FAITH AND EXPERIENCE

Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

Describe your approach to creating a productive and effective classroom environment:

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? ◯ Yes ◯ No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) ◯ Yes ◉ No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations, or issues of which the school should be aware?

QUALIFICATIONS

Please attach copies of your qualifications to this application.

YEAR	QUALIFICATION:	SPECIALISATION	INSTITUTION

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history.

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? ◯ Yes ◯ No

If yes, please list:

Skills/ competencies that you possess e.g. First Aid Certificate:

Interests/ hobbies where you have special training or ability e.g. music:

Community or service groups you are involved with:

REFEREES

Please include details for at least one referee for each category below.
Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Professional Referees (Principal, Supervisor or Employer):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Professional Referees (Principal, Supervisor or Employer):

1. Name:	**Position:**
Workplace name & address:	**Daytime contact number:**
2. Name	**Position:**
Workplace name & address:	**Daytime contact number:**

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

- ☐ I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.
- ☐ I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.
- ☐ I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.
- ☐ I acknowledge that the School reserves the right to contact a Principal or relevant senior manager of a previous workplace in addition to the references I have listed.
- ☐ I acknowledge that I have received and read the Privacy Collection Notice – Employment (appendix to this application form).

Applicant's Name (print):

Signature:

Date:

- ☐ In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available, OR
- ☐ I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

ORANGE CHRISTIAN SCHOOL IS SUBJECT TO THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998. THE INFORMATION THAT YOU PROVIDE WILL BE USED FOR THE PURPOSE OF ASSESSING YOUR APPLICATION AND, IF SUCCESSFUL, FOR ADMINISTERING YOUR EMPLOYMENT AT THE SCHOOL.
THE INFORMATION WILL BE STORED SECURELY. FOR MORE INFORMATION, SEE THE SCHOOL'S PRIVACY POLICY, AND STANDARD COLLECTION NOTICE, AVAILABLE ON THE SCHOOL'S WEBSITE. IF YOU HAVE A CONCERN OR COMPLAINT ABOUT THE WAY YOUR PERSONAL INFORMATION HAS BEEN COLLECTED, USED, OR DISCLOSED, PLEASE CONTACT THE SCHOOL.