



Position Description – Teacher

STATEMENT OF DUTIES (TEACHER)	
Contemporary Teaching	• Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs • Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV • Employ a variety of effective teaching strategies to effectively implement the curriculum • Give appropriate time to lesson planning and organisation • Understand state and national course requirements • Keep accurate records of student attendance • Embrace the use of information and communications technologies to enhance learning • Engage in learning progress discussions • Write formal academic reports that conform to report writing guidelines • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Liaise with appropriate support staff in the implementation of the curriculum
Pastoral Care and Child Safety	• Provide students with a child-safe environment • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend school organised activities relevant to house or year level, as required
Curriculum Development	• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Develop assessment instruments in a collegial manner where whole group testing takes place • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend subject meetings as scheduled
Professional Development	• Have current knowledge of curriculum initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal process • Be an active member of a relevant professional association as duties permit • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator
Co-Curricular Involvement	• Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation

STATEMENT OF DUTIES (TEACHER)	
	Oversee the provision and care of relevant equipment materials and first aid requirements
General and Administrative Duties	- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures - Maintain currency of first aid, mandatory reporting and anaphylaxis training - Demonstrate duty of care to students in relation to the physical and mental wellbeing - Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities - Participate in duty supervision as rostered and other supervision duties when required - Demonstrate professional and collegiate relationships with colleagues - Uphold the professional standards expected of a teacher - Other duties as directed by the Principal
Commitment to Catholic Education	- A demonstrated understanding of the ethos of a Catholic school and its mission - A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church - A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ - A capacity to integrate the Church's teachings into all aspects of curriculum
Commitment to Child Safety	- Experience working with children - A demonstrated understanding of child safety - A demonstrated understanding of appropriate behaviours when engaging with children - Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) - Be a suitable person to engage in child-connected work
Education and Experience	Essential: - Teaching qualifications - Current Victorian Institute of Teaching (VIT) registration - Accreditation to teach in a Catholic school (or be prepared to work towards such accreditation)
Desirable Other	- Accreditation to Teach Religious Education - Relevant post-graduate studies (or working towards such qualifications) - Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum - Demonstrated experience in using ICT to teach subject area - Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes
Skills/Attributes	- Ability to work as part of a team - Good oral and written communication skills, including ability to communicate with children, parents and the school community - Experience and proven record in effective learning and teaching skills - Ability to demonstrate an understanding of appropriate behaviours when engaging with children - Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions - Leadership qualities - Self-motivation - Ability and willingness to accept policy directives • Maturity