



## Position Description

**Title:** TEACHER  
**Responsible to:** Domain Leader  
**Report to:** Deputy Principal – Learning and Teaching

Teachers are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

### STATEMENT OF DUTIES

#### Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church's teachings into all aspects of the curriculum.
- Strive to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

#### Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

## STATEMENT OF DUTIES

### Teaching Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Implementation of explicit instructional practice.
- Develop a stimulating learning environment by using a variety of effective teaching strategies and approaches to effectively implement the curriculum and cater for individual learning needs.
- Plan, develop, review, and evaluate curriculum in subject areas, working collaboratively with colleagues across both campuses.
- Maintain current knowledge of curriculum initiatives with the ability to recommend the implementation of digital learning materials to subject coordinators for the purpose of enriching the curriculum.
- Adhere to State and National course requirements including the standards of professional practice – Australian Institute for Teaching and School Leadership (AITSIL) and Victorian Institute for Teaching (VIT).
- Allow appropriate time for lesson planning and preparation of formal academic reports that conform to report writing guidelines.
- Ensure accurate recording of student attendance. Monitor the progress of each student and provide feedback on their progress.
- Implement the use of information and communications technologies to enhance learning.
- Be proficient in the use of Intellischool and use data to drive student learning outcomes.
- Develop assessment instruments in a collegial manner where whole group testing takes place.
- Contribute to the enactment of the College SIF and AAP.
- Be open to researching areas of interest relevant to directions as outlined in the SIF.
- Be an active member of a relevant professional association as duties permit and participate in the staff appraisal process via ARM.
- Support collegial learning by acting as a mentor or supervisor, supporting student teachers in consultation with Domain leaders.
- Participate in rostered duty supervision.
- Attend House and Domain meetings as scheduled, all College assemblies and liturgical celebrations, and relevant activities organised by the College.
- Commit to ongoing professional development and continued development of ICT skills.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain current first aid training including managing treatment for asthma, anaphylaxis, and diabetes.

## STATEMENT OF DUTIES

- Other duties requested by the Principal.

## SELECTION CRITERIA

### Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism.
- Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church.
- Demonstrated capacity to integrate the Church's teachings into all aspects of curriculum.
- Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

### Commitment to Child Safety and Wellbeing

- Demonstrated understanding of child safety.
- Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.
- Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.
- Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.

### Teaching Skills and Experience

- A demonstrated passion for learning, with the ability to share with others.
- A demonstrated experience in the areas of Teaching and Learning.
- A demonstrated experience in leading best practice in the management of people and resources to successfully lead change.
- Demonstrated strong interpersonal, oral, and written skills in the context of relating to students, staff, parents/carers, College support groups and members of the community.
- A demonstrated ability to think strategically and plan for innovation.
- Demonstrated experience in the use of ICT to improve student outcomes and build capacity.
- Demonstrated evidence of a commitment to ongoing professional development.

- Demonstrated professional and collegiate relationships with colleagues.

**Essential:**

- Current VIT registration.
- Current Mandatory Reporting Certificate.
- Accreditation to teach in a Catholic school (or working towards).
- Relevant teaching qualifications and experience.