



Position Description

Title: **TEACHER**
 Responsible to: **PRINCIPAL**
 Report to: **DEPUTY PRINCIPAL - OPERATIONS, STAFFING & STRATEGIC INTENT**
DEPUTY PRINCIPAL – LEARNING AND TEACHING

Teachers are expected to commit to the Catholic Ethos of 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 College Strategic Plan and the School Improvement Plan.

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school and its mission. • Demonstrate understanding of the Church’s teachings and the Catholic staff member’s role in the mission of the Church. • Demonstrate capacity to instil in students respect for each other by modelling the teachings of Jesus Christ.
Child Safety	<ul style="list-style-type: none"> • 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. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Contemporary Teaching	<ul style="list-style-type: none"> • 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.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• 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.• Contribute to the enactment of the College SIF and AAP.• Attend House 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	<ul style="list-style-type: none">• Plan, develop, review and evaluate curriculum in subject areas and at year levels that 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 Domain meetings as scheduled.
Professional Development	<ul style="list-style-type: none">• 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 College's strategic plan.• Continue development of ICT skills as technologies evolve.• Participate in the staff appraisal process via ARM.• 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 Domain leaders.
Co-Curricular Involvement	<ul style="list-style-type: none">• 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.• Oversee the provision and care of relevant equipment materials and first aid requirements.

STATEMENT OF DUTIES

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, diabetes and anaphylaxis training.
- 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.

SELECTION CRITERIA

Commitment to Catholic Education

- A demonstrated capacity to model 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 staff and students respect for each other by modelling the teachings of Jesus Christ.

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 and reportable conduct).
- Be a suitable person to engage in child-connected work.

Education and Experience

- Relevant teaching qualifications and experience.
- Current Victorian Institute of Teaching (VIT) registration.
- Current First Aid Certificate.
- Accreditation to teach in a Catholic school (or be working towards such accreditation).

Learning and Teaching

- Strong interpersonal skills in the context of relating to staff, students, parents and guardians, College support groups and members of the community
- Highly developed communication, planning, decision-making and negotiation skills.
- Appropriate expertise and experience in the areas of Teaching & Learning.
- Demonstrated experience in leading best practice in the management of people and resources.
- Demonstrated ability to build capacity in others.

SELECTION CRITERIA

	<ul style="list-style-type: none">• Demonstrated experience in using ICT.• Demonstrated passion for learning and ability to share this with others.• Ability to utilise data to improve student outcomes.• Demonstrated ability to successfully lead change.
Skills/Attributes	<ul style="list-style-type: none">• Ability to be organised, communicating practical lessons in advance.• Ability to work as part of a team – highly relational.• Ability to think strategically and plan for innovation.• Outstanding oral and written communication skills, including the ability to communicate with children, parents and the wider school community.• Self-motivated and confident with an ability to build capacity in others.• Ability and willingness to accept policy directives.• Highly effective time management skills.