

**Position Description – Classroom Teacher**

| **STATEMENT OF** | |
| --- | --- |
| **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 with students, colleagues, school leaders and families * Actively engage and work collaboratively with colleagues in professional learning teams at school, network, zone and diocesan levels. * 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 * Adjust and adapt teaching practices to be inclusive of all students, including those with unique social, emotional, cultural and special learning needs * Respond to student needs with a diagnostic approach to learning intervention |
| **Pastoral Care and  Child Safety** | * Provide all 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 professional meetings as scheduled or required * Attend school assemblies as scheduled or required * Attend school liturgical celebrations as scheduled or required * Attend school organised activities as scheduled or required |
| **Curriculum Development** | * Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach * Work with colleagues to unpack the curriculum to develop a learning success criteria for students * Use assessment practices to generate learning data that can be analysed to inform teaching practices * 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 or required * Undertake professional development to enhance curriculum understanding |
| **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 staff appraisal processes * Be an active member of a relevant professional associations and networks 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 * 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 |



|  |  |
| --- | --- |
| **SELECTION CRITERIA (TEACHER)** | |
| **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 |
|  | **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 * Demonstrated experience using ‘Awakenings’ Religious Education Curriculum * Preference for experience in inquiry based learning and use of student data to maximise learning outcomes * Preference for experience working within a Professional Learning Community * Understanding of contemporary learning intervention practices |
| **Skills/Attributes** | * Ability to work as part of an intra/inter school 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, including management of composite classes/mixed ability classes * 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 |