

# Position Description

## Specialist Teacher



STATEMENT OF DUTIES	
<b>Accountable To</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Parish Priest</li> <li>• Assistant to the Principal</li> <li>• Learning Diversity Leader</li> <li>• Unit Leader</li> <li>• Classroom Teacher</li> </ul>
<b>FTE</b>	0.23
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"> <li>• Provide students with a rich and rewarding educational experience</li> <li>• Cater curriculum to a range of educational abilities with consideration for individual learning needs</li> <li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching AITSL</li> <li>• Employ a variety of effective and research-based teaching strategies to effectively implement the curriculum</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Understand state and national course requirements</li> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Write formal academic reports that conform to report writing guidelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum</li> </ul>
<b>Physical Education Teacher</b>	<ul style="list-style-type: none"> <li>• Understand and adhere to state and national requirements related to the curriculum for Physical Education in collaboration with Learning &amp; Teaching Unit Leaders</li> <li>• Liaise with other PE co-ordinator to implement a PE Curriculum for the school</li> <li>• Assess and report on curriculum content for all students</li> <li>• Liaise with PE Co-ordinator to purchase sport/PE resources, that are required for the PE program. These will need to be restricted to the allocated budget</li> </ul>
<b>Flexible Teacher</b>	<ul style="list-style-type: none"> <li>• Liaise with the unit leader with a forward planning view a curriculum area that can be implemented for the students within that unit</li> <li>• Understand and adhere to state and national requirements related to the curriculum area that you are implementing</li> <li>• Assess and report on curriculum content for all students</li> <li>• Liaise with Unit Leader resources, that are required for the curriculum</li> </ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment</li> <li>• 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</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> <li>• Attend year level meetings as scheduled</li> <li>• Attend school liturgical celebrations</li> <li>• Attend school organised activities relevant to house or year level, as required</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Develop assessment instruments</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend staff meetings as scheduled</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Have a strong commitment to school priorities and policies related to PLC, Rtl and</li> </ul>

	<p>SWPBS</p> <ul style="list-style-type: none"> <li>● Continue development of ICT skills as technologies evolve</li> <li>● Participate in the staff appraisal process</li> <li>● Be an active member of a relevant professional association as duties permit</li> </ul>
<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>● Support and be involved in the co-curricular program</li> <li>● Proactively encourage students to participate in co-curricular activities</li> <li>● Act as a role model for participating students</li> <li>● Keep accurate records of student attendance and participation within the co-curricular activities</li> <li>● Create and maintain a safe environment in which students may enjoy their participation</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>● Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>● Form positive relationships with students, parents and colleagues</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>● Participate in duty supervision as rostered and other supervision duties when required</li> <li>● Demonstrate professional and collegiate relationships with colleagues</li> <li>● Uphold the professional standards expected of a teacher</li> <li>● Attend staff meetings</li> <li>● Other duties as directed by the Principal</li> </ul>