

Position Description



Classroom Teacher

STATEMENT OF DUTIES	
Accountable to	<ul style="list-style-type: none"> • Principal • Parish Priest • Unit Leader • Leadership Team
Main Working Relationship with	<ul style="list-style-type: none"> • Principal • Leadership Team • Teachers • Unit Team • Learning Support Officers
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 • 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	<ul style="list-style-type: none"> • 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 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 which you teach • Develop assessment instruments in a collegial manner • Evaluate digital learning materials and make recommendations to unit leaders about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend PLT 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 school's strategic plan ● Have a strong commitment to school priorities and policies related to PLC, Rtl, PBS and the Behaviour Management Guidelines ● 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 graduates or student teachers after consultation with school leaders
Camps and Excursions	<ul style="list-style-type: none"> ● Support and be involved in the camps program and planned excursions ● Proactively encourage students to participate in camp and excursion activities ● Act as a role model for participating students ● Keep accurate records of student attendance and participation within the camps and excursion activities ● 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	<ul style="list-style-type: none"> ● 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 their 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