

Position Description - Teacher

STATEMENT OF DUTIES	
Languages Teacher	<ul style="list-style-type: none"> • Give the children the opportunity to experience the learning of another language. • Develop cognitive skills through the sequential and cumulative discipline of language learning • Enrich the cultural curriculum and heighten cross cultural sensitivity • Immerse students in the Italian language within the context of their learning • Introduce Italian through the school and establish relevance through the school community • Promote involvement of the wider community in the Languages program • Consider the future needs of the Languages program in the school to ensure its continuity • Ensure the resource needs of the Languages program are within budgetary guidelines • Coordinate Dante Alighieri Society of Mildura awards for students who have excelled in their study of Italian • If practical, participate in community events promoting Languages at St Joseph's. This would include the Rosary Festa • Determine and execute the routines in order to ensure smooth running of the classroom • Share responsibility for a safe and clean environment
Contemporary Teaching	<ul style="list-style-type: none"> • Provide students with a rich and rewarding educational experience • Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs • Cater curriculum to a range of educational abilities with consideration for individual learning needs • Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching AITSL • Employ a variety of effective and research-based 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 • Embrace a collegial, team-based approach to teaching and 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, as required • 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 & PLC 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, Play is the Way and the New RE Awakenings

	<ul style="list-style-type: none"> • 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 • Participate in coaching conversations and opportunities, as identified by the individual, the Learning and Teaching leader or the Learning Diversity Leader
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 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 • Ensure all risk and compliance requirements are met and that appropriate documentation is complete. Ensure PAM and internal co-curricular procedures are followed and completed in a timely manner
Catholic Identity	<ul style="list-style-type: none"> • Promote a commitment to recontextualising the Catholic faith tradition in the local context; • Ensuring Catholic Social Teaching is evident in teaching and learning experiences across the curriculum and with school based initiatives to justice, peace and ecological conversion. • Attend school masses and faith based events in accordance with required staff commitments • Maintain RE accreditation requirements through ongoing professional learning or spiritual experiences that are approved by CECV
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 • Form positive relationships with students, parents and colleagues • Demonstrate duty of care to students in relation to their physical and mental wellbeing • 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 • Attend staff meetings • Other duties as directed by the Principal