

Position Description - Specialist Teacher

STATEMENT OF DUTIES	
Specialist Teacher (this will depend upon the area of curriculum that is delivered – but is generally related to the specific curriculum area)	<ul style="list-style-type: none"> ● Give the children the opportunity to experience the area of curriculum ● Develop cognitive skills through the sequential and cumulative discipline of learning ● Deliver a program in the specialised area related to the Victorian Curriculum ● Ensure the resource needs of the Curriculum program are within budgetary guidelines ● If relevant participate in community events promoting the Specialist Curriculum ● 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 ● 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

	<ul style="list-style-type: none"> ● 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