



## Position Description: Teacher Years 5-8

STATEMENT OF DUTIES (TEACHER)	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the ethos of a Catholic school and its mission</li> <li>• Demonstrate a commitment to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>• Demonstrate a commitment to personal witness as a member of a faith community</li> </ul>
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"> <li>• Develop a stimulating learning environment by using a variety of styles and approaches to cater 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 – and the Victorian Curriculum/Source of Life</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Ensure that students are at the centre of every decision made</li> <li>• Be open and flexible to change</li> <li>• Apply an understanding of the latest pedagogy and needs of a 21<sup>st</sup> century learner</li> <li>• Embrace and initiate cross curricula learning opportunities</li> <li>• Make decisions about learning from an evidence base</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>• Ensure appropriate curriculum, assessment and reporting documentation using the College's Learning Management System and GAFE domain is maintained.</li> </ul>
<b>Pastoral Wellbeing 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 assemblies</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>• Collaborate with colleagues to plan, develop, review and evaluate curriculum</li> <li>• Develop assessment strategies in a collegial manner where whole group assessment takes place</li> <li>• Evaluate digital learning materials and make recommendations to subject coordinators about their implementation</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend team meetings as scheduled</li> <li>• Develop and implement Inquiry learning opportunities</li> <li>• Design and develop curriculum in line with current best practice</li> <li>• Design opportunities for innovation and application</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>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in the staff performance and development processes (PPiPS, Team based spirals of inquiry)</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator</li> </ul>

<p><b>Co-Curricular Involvement</b></p>	<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 activity</li> <li>● Create and maintain a safe environment in which students may enjoy their participation</li> <li>● Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>
<p><b>General and Administrative Duties</b></p>	<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>● Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as required</li> <li>● Contribute to the College engagement strategy</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>● Other duties as directed by the Principal</li> </ul>