



Position Description: Teacher Years 9-12

STATEMENT OF DUTIES (TEACHER)	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school and its mission • Demonstrate a commitment to instil in students a respect for each other in accordance with the teachings of Jesus Christ • Demonstrate a commitment to personal witness as a member of a faith community • Commitment to accreditation to teach in a Catholic school 1.6 and/or accreditation to teach Religious Education in a Catholic school 1.7. •
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 Victorian Curriculum/Source of Life and/or VCE/VCAL Senior Secondary course requirements • Employ a variety of effective teaching strategies to effectively implement the curriculum • Give appropriate time to lesson planning and organisation • Keep accurate records of student attendance via SIMON • Follow up non attendance without notification within 2 days • 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 • Conduct TA interviews according to the College schedule • Prepare and attend subject teacher interviews as scheduled • Liaise with appropriate support staff in the implementation of the curriculum • Ensure appropriate curriculum, assessment and reporting documentation using the College's Learning Management System and Google Apps for Education GAFE domain is maintained. •
Pastoral Wellbeing 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 • Ensure positive behaviour expectations through the implementation of SOLE • Follow up behaviour tracking incidents and commendations • Promote positive partnerships and liaison between students/staff and families through the TA system • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend community meetings as scheduled • Attend school assemblies as required • Attend school liturgical celebrations • Attend school organised activities relevant to house or year level, as required •
Curriculum Development	<ul style="list-style-type: none"> • Collaborate with colleagues to plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Develop assessment strategies in a collegial manner where whole group assessment takes place • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend team 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 ● Continue development of ICT skills as technologies evolve ● Participate in the staff performance and development processes (PPiPS, Team based spirals of inquiry) ● Be an active member of a relevant professional association as duties permit ● Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with DP:SLPP
Extra Curricular Involvement eg. camps, immersions, interschool sports, public speaking, debating, production	<ul style="list-style-type: none"> ● Support and be involved in the extra curricular program ● Proactively encourage students to participate in extracurricular activities ● Act as a role model for participating students ● Keep accurate records of student attendance and participation within the extra curricular activity ● 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 the physical and mental wellbeing ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as required ● 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