



Position Description: Teacher F-4

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 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 the CECV and Victorian Curriculum/Source of Life ● Employ a variety of effective teaching strategies to effectively implement the curriculum ● Give appropriate time to lesson planning and organisation ● Understand course requirements according to the F-10 Victorian Curriculum and Source of Life ● 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 ● 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 ● Exercise pastoral well being in a manner which reflects school values ● Promote positive partnerships and liaison between students/staff and families through the TA system ● Implement strategies which promote a healthy and positive learning environment ● Attend community meetings as scheduled ● Attend school assemblies ● 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 learning leaders 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 including accreditation

	<ul style="list-style-type: none"> ● 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
<p>Extra Curricular Involvement eg. camps, immersions, interschool sports, public speaking, debating, production</p>	<ul style="list-style-type: none"> ● Support and be involved in the extra curricular program ● Proactively encourage students to participate in extra curricular 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
<p>General and Administrative Duties</p>	<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 staff prayer, school meetings, assemblies, sporting events, after school sessions, masses, 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