



## Position Description: Teacher F-4

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> <li>● Commitment to gain and maintain Accreditation to Teach in a Catholic School CECV 1.6 and/or Accreditation to Teach Religious Education CECV 1.7.</li> </ul>
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"> <li>● Develop a stimulating flexible learning environment</li> <li>● Employ a variety of effective teaching and pedagogical practices and strategies to effectively implement the F-10 Victorian Curriculum</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>● Create inclusive learning environment which provide opportunities for all students to succeed in line with the Disability Discrimination Act and the Disability Standards for Education.</li> <li>● Provide adjustments for students with a disability in line with NCCD requirements. Include adjustments in planning documentation and use student's Personalised Learning Plans to support them to access all learning.</li> <li>● Give appropriate time to lesson planning and organisation, including the completion of all Google planning documents and Atlas planning documents</li> <li>● Keep accurate records of student attendance via SIMON</li> <li>● Follow up non attendance without notification within 2 days</li> <li>● Ensure that students are at the centre of every decision made as a part of your team</li> <li>● Be open and flexible to change</li> <li>● Apply an understanding of the latest pedagogy and needs of all learners within our spaces</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 digital technologies to enhance learning</li> <li>● Engage in moderation discussions regularly with your team or learning area/s</li> <li>● Write feedback reports that conform to report writing guidelines in line with CECV expectations</li> <li>● Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>● Conduct TA interviews and PSG conversations with families according to the College schedule</li> <li>● Prepare and attend subject teacher interviews as scheduled</li> </ul>
<b>Pastoral Wellbeing and Child Safety</b>	<ul style="list-style-type: none"> <li>● Attend school organised activities relevant to house or year level, as required</li> <li>● Actively contribute towards a child safe environment for all students within our College</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>● Ensure positive behaviour expectations through the implementation of SOLE</li> <li>● Promote The Resilience Project</li> <li>● Follow up all behaviours of concern and commendations</li> <li>● Promote positive partnerships and liaison between students/staff and families through the TA system</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 community meetings as scheduled</li> </ul>

	<ul style="list-style-type: none"> <li>● Attend learning area meetings as scheduled</li> <li>● Attend school assemblies as required</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 in subject areas and at year levels which you teach</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 learning area leaders about their implementation</li> <li>● Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>● Attend curriculum planning and team planning meetings as scheduled and at times agreed upon by the team.</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 digital technology skills as technologies evolve</li> <li>● Participate in the staff performance and development processes (PPIPS)</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 DP:SLPP</li> </ul>
<b>Extra Curricular Involvement eg. camps, immersions, interschool sports, public speaking, debating, production</b>	<ul style="list-style-type: none"> <li>● Support and be involved in the extra curricular program</li> <li>● Proactively encourage students to participate in extracurricular activities</li> <li>● Act as a role model for participating students</li> <li>● Keep accurate records of student attendance and participation within the extra 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>
<b>General and Administrative Duties</b>	<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>● Adhere to and comply with the Victorian Institute of Teaching Code of Conduct</li> <li>● Adhere to and comply with all College and Catholic Education Sandhurst Ltd 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>● 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>

