



Position Description: Teacher Years 9-12

STATEMENT OF DUTIES	
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 gain and maintain Accreditation to Teach in a Catholic School CECV 1.6 and/or Accreditation to Teach Religious Education CECV 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 and pedagogical practices and strategies to effectively implement the F-10 Victorian Curriculum • 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. • 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. • Give appropriate time to lesson planning and organisation, including the completion of all Google planning documents and Atlas planning documents • Plan collaboratively as a part of your team of subject teachers and as a part of your learning area/s. • Keep accurate records of student attendance via SIMON • Follow up non attendance without notification within 2 days • Embrace the use of digital technology to enhance learning purposefully • Engage in moderation discussions regularly with your team or learning area/s • Write feedback reports that conform to report writing guidelines in line with CECV expectations • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Conduct TA interviews and PSG conversations with families according to the College schedule • Prepare and attend subject teacher interviews as scheduled twice a year • Liaise with appropriate support staff in the implementation of the curriculum
Pastoral Wellbeing and Child Safety	<ul style="list-style-type: none"> • Actively contribute towards a child safe environment for all students within our College • 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 all behaviours of concern 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 learning area 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 learning area leaders about their implementation ● Create and evaluate online resources for the purposes of enriching the curriculum ● Attend curriculum planning and team planning meetings as scheduled and at times agreed upon by the team.
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 digital technology skills as technologies evolve ● Participate in the staff performance and development processes (PPiPS) ● 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 extracurricular programs ● 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 ● Adhere to and comply with the Victorian Institute of Teaching Code of Conduct ● Adhere to and comply with all College and Catholic Education Sandhurst Ltd 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





Position Description: Teacher 5-8

STATEMENT OF DUTIES	
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 gain and maintain Accreditation to Teach in a Catholic School CECV 1.6 and/or Accreditation to Teach Religious Education CECV 1.7.
Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating flexible learning environment • Employ a variety of effective teaching and pedagogical practices and strategies to effectively implement the F-10 Victorian Curriculum • 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 • 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. • 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. • Give appropriate time to lesson planning and organisation, including the completion of all Google planning documents and Atlas planning documents • Keep accurate records of student attendance via SIMON • Follow up non attendance without notification within 2 days • Ensure that students are at the centre of every decision made as a part of your team • Be open and flexible to change • Apply an understanding of the latest pedagogy and needs of all learners within our spaces • Embrace and initiate cross curricula learning opportunities • Make decisions about learning from an evidence base • Embrace the use of digital technologies to enhance learning • Engage in moderation discussions regularly with your team or learning area/s • Write feedback reports that conform to report writing guidelines in line with CECV expectations • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Conduct TA interviews and PSG conversations with families according to the College schedule • Prepare and attend subject teacher interviews as scheduled
Pastoral Wellbeing and Child Safety	<ul style="list-style-type: none"> • Attend school organised activities relevant to house or year level, as required • Actively contribute towards a child safe environment for all students within our College • 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 • Promote The Resilience Project • Follow up all behaviours of concern 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 learning area meetings as scheduled • Attend school assemblies as required



	<ul style="list-style-type: none"> ● 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 area leaders about their implementation ● Create and evaluate online resources for the purposes of enriching the curriculum ● Attend curriculum planning and team planning meetings as scheduled and at times agreed upon by the team.
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 digital technology skills as technologies evolve ● Participate in the staff performance and development processes (PPiPS) ● 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 ● Adhere to and comply with the Victorian Institute of Teaching Code of Conduct ● Adhere to and comply with all College and Catholic Education Sandhurst Ltd 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





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 gain and maintain Accreditation to Teach in a Catholic School CECV 1.6 and/or Accreditation to Teach Religious Education CECV 1.7.
Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating flexible learning environment • Employ a variety of effective teaching and pedagogical practices and strategies to effectively implement the F-10 Victorian Curriculum • 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 • 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. • 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. • Give appropriate time to lesson planning and organisation, including the completion of all Google planning documents and Atlas planning documents • Keep accurate records of student attendance via SIMON • Follow up non attendance without notification within 2 days • Ensure that students are at the centre of every decision made as a part of your team • Be open and flexible to change • Apply an understanding of the latest pedagogy and needs of all learners within our spaces • Embrace and initiate cross curricula learning opportunities • Make decisions about learning from an evidence base • Embrace the use of digital technologies to enhance learning • Engage in moderation discussions regularly with your team or learning area/s • Write feedback reports that conform to report writing guidelines in line with CECV expectations • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Conduct TA interviews and PSG conversations with families according to the College schedule • Prepare and attend subject teacher interviews as scheduled
Pastoral Wellbeing and Child Safety	<ul style="list-style-type: none"> • Attend school organised activities relevant to house or year level, as required • Actively contribute towards a child safe environment for all students within our College • 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 • Promote The Resilience Project • Follow up all behaviours of concern 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

	<ul style="list-style-type: none"> ● Attend learning area 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 learning area leaders about their implementation ● Create and evaluate online resources for the purposes of enriching the curriculum ● Attend curriculum planning and team planning meetings as scheduled and at times agreed upon by the team.
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 digital technology skills as technologies evolve ● Participate in the staff performance and development processes (PPIPS) ● 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 ● Adhere to and comply with the Victorian Institute of Teaching Code of Conduct ● Adhere to and comply with all College and Catholic Education Sandhurst Ltd 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

