



# St Mary's Primary School

## Hamilton

### Position Description: Classroom Teacher

Statement of Duties	
<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 CECV</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of digital technologies to enhance learning</li> <li>• Engage in learning progress discussions</li> <li>• Collaborate with colleagues in professional discussions relating to student learning, teacher learning and the creation of targeted teaching programs</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>• Liaise with appropriate support staff in the implementation of the curriculum</li> <li>• Provide learning opportunities for students according to their specific learning, social and emotional needs</li> </ul>
<b>Pastoral Care 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 professional meetings as scheduled or required</li> <li>• Attend and support school events</li> <li>• Attend school liturgical celebrations</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Actively support and contribute to the whole school approaches to curriculum development and essential learnings</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop assessment instruments in a collegial manner where whole group testing 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 subject meetings as scheduled or required</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives</li> <li>• Commit to ongoing professional development</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 appraisal process</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>
<b>Co-Curricular Involvement</b>	<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>
<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>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</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>

<b>Selection Criteria</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li> <li>• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>• A capacity to integrate the Church's teachings into all aspects of curriculum</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Teaching qualifications</li> <li>• Current Victorian Institute of Teaching (VIT) registration</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Experience and proven record in effective learning and teaching skills, including management of mixed age and ability classes</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> <li>• Leadership qualities</li> <li>• Self-motivation</li> <li>• Ability and willingness to accept policy directives</li> <li>• Maturity</li> </ul>
<b>Selection criteria to be addressed by each applicant as part of their application</b>	<ul style="list-style-type: none"> <li>• A commitment to Catholic Education and Parish life.</li> <li>• Knowledge of working in a flexible and collaborative learning environment.</li> <li>• Ability to demonstrate a sound understanding of current and effective Literacy and Numeracy practices.</li> <li>• A commitment to on-going school and personal professional improvement.</li> <li>• Strong interpersonal skills and a willingness to work as part of a Professional Learning Community.</li> <li>• A high standard of competency and proficiency in classroom practice and student management.</li> </ul>