



St Mary's Primary School

Hamilton

Position Description: Classroom Teacher

Statement of Duties	
Contemporary Teaching	• 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 • 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 • Embrace the use of digital technologies to enhance learning • Engage in learning progress discussions • Collaborate with colleagues in professional discussions relating to student learning, teacher learning and the creation of targeted teaching programs • 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 • Liaise with appropriate support staff in the implementation of the curriculum • Provide learning opportunities for students according to their specific learning, social and emotional needs
Pastoral Care and Child Safety	• 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 • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend professional meetings as scheduled or required • Attend and support school events • Attend school liturgical celebrations
Curriculum Development	• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Actively support and contribute to the whole school approaches to curriculum development and essential learnings

	• Develop assessment instruments in a collegial manner where whole group testing 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 subject meetings as scheduled or required
Professional Development	• Have current knowledge of curriculum initiatives • Commit to ongoing professional development • 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 appraisal process • 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 subject coordinator
Co-Curricular Involvement	• Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-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	• 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 all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • 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

Selection Criteria	
Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church's teachings into all aspects of curriculum
Commitment to Child Safety	• Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) • Be a suitable person to engage in child-connected work
Education and Experience	• Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration
Skills/Attributes	• Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of mixed age and ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Maturity
Selection criteria to be addressed by each applicant as part of their application	• A commitment to Catholic Education and Parish life. • Knowledge of working in a flexible and collaborative learning environment. • Ability to demonstrate a sound understanding of current and effective Literacy and Numeracy practices. • A commitment to on-going school and personal professional improvement. • Strong interpersonal skills and a willingness to work as part of a Professional Learning Community. • A high standard of competency and proficiency in classroom practice and student management.