

## Position Description – Teacher (OLHC Murtoa)

### STATEMENT OF DUTIES (TEACHER)

<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>• Understand state and national course requirements</li> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions</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> </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 applicable meetings as scheduled</li> <li>• Attend school assemblies when applicable.</li> <li>• Attend school liturgical celebrations when applicable</li> <li>• Attend school organised activities relevant when applicable</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>• 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</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 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</li> </ul>

*GUIDELINES FOR THE EMPLOYMENT OF STAFF IN CATHOLIC SCHOOLS (ATTACHMENT 3)*

	<ul style="list-style-type: none"> <li>participation</li> <li>Oversee the provision and care of relevant equipment materials and first aid requirements (where applicable)</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 the 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 (when applicable)</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>

## SELECTION CRITERIA (TEACHER)

<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 and/or understanding 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>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Teaching qualifications</li> <li>Current Victorian Institute of Teaching (VIT) registration or working towards applying</li> <li>Accreditation to teach in a Catholic school (or be working towards such accreditation) - this is not essential however encouraged.</li> </ul>
	<p><b>Desirable Other:</b></p> <ul style="list-style-type: none"> <li>Relevant post-graduate studies (or working towards such qualifications)</li> <li>Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>Demonstrated experience in using ICT to teach subject area</li> <li>Preference for experience in inquiry based learning and use of student data to maximise learning outcomes</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 composite classes/mixed ability classes</li> <li>Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>Self-motivation</li> <li>Ability and willingness to accept policy directives</li> </ul>