

# TEACHER

## POSITION DESCRIPTION

<b>Award</b>	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
<b>Group</b>	Teacher
<b>Reports to</b>	Deputy Principal Staff
<b>Last amendment</b>	May 2021
<b>Version</b>	2.3

### Position Summary

The teacher in a Catholic school shows through professional and personal life a commitment to the Church's mission in Catholic education.

The teacher, as a competent professional, is committed to Catholic education and to ongoing professional development. The teacher shares in promoting the formation of the whole person, through positive rapport with students and through a clearly-directed and well-planned school curriculum which should enhance student learning and personal development.

The teacher performs an essential personal role in the teaching ministry of the Catholic Church, which goes beyond the need for professional skills and competence as the teacher brings to the students a realisation and knowledge of the richness and joy of a life lived in accordance with Gospel values.

<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skill, 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/mixed ability classes</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <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>• Assist in the provision of a child-safe environment for all students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>



## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Classroom

- Build and maintain a safe, healthy and valued school community as a Learning Mentor
- Exercise pastoral care in a manner which reflects school values
- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- A demonstrated knowledge of current research trends in professional practice
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Keep accurate records of student attendance
- Engage in learning progress discussions
- Write formal academic reports that conform to reporting guidelines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- Commit to ongoing professional development in your teaching areas
- Participate in staff coaching/appraisal process

### Professionalism & Ethos/Mission of the College

- Is punctual for all duties
- Presents self appropriately, following dress code as required.
- Keeps privileged information to which he/she is privy by virtue of the employment position confidential.
- Responds to own training/development needs.
- Seeks feedback on own performance.
- Maintains highly effective working relationship with all staff.
- Co-operates with colleagues to achieve the implementation of all College Policies and procedures.
- Participates in meetings as required.
- Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.