

## Position Description – Teacher

<b>Statement of Duties - Teacher</b>	
<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</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 year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend school organised activities relevant to the year level allocated, as required</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>

## Statement of Duties - Teacher

### Professional Development

- 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 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 staff mentor leader

### 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 the 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