



## Teacher Position Description

### Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. The role of a teacher is central to the holistic development of the students.

In order to perform the duties of a teacher, VIT registration must be current.

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 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 house or year level, 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> </ul>

<b>STATEMENT OF DUTIES (TEACHER)</b>	
	<ul style="list-style-type: none"> <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/PLT/Learning Area meetings as scheduled</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in relevant teaching areas</li> <li>• Commit to ongoing professional development in relevant teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the College's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in the staff appraisal/review/feedback/coaching processes</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning by being willing to act as a mentor or supervising and supporting a student teacher</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 as appropriate</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for all and comply with all safe work policies and procedures</li> <li>• Maintain currency of first aid (as appropriate), mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to physical and mental wellbeing</li> <li>• Attend all relevant College 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>

***Last Updated August 2017***