



Teacher Position Description

STATEMENT OF DUTIES (TEACHER)	
Contemporary Teaching	<ul style="list-style-type: none"> • 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 • Understand state and national course requirements • Keep accurate records of student attendance • Embrace the use of information and communications technologies to enhance learning • Engage in learning progress discussions • 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
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • 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 year level meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend school organised activities relevant to house or year level, as required
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • 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/PLT/learning area meetings as scheduled
Professional Development	<ul style="list-style-type: none"> • 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 College's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal/review/feedback processes • 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

STATEMENT OF DUTIES (TEACHER)**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 as appropriate

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