



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)	
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

STATEMENT OF DUTIES (TEACHER)	
	<ul style="list-style-type: none"> • 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 relevant teaching areas • Commit to ongoing professional development in relevant 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/coaching processes • Be an active member of a relevant professional association as duties permit • Support collegial learning by being willing to act as a mentor or supervising and supporting a student teacher
Co-Curricular Involvement	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for all and comply with all safe work policies and procedures • Maintain currency of first aid (as appropriate), mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to physical and mental wellbeing • Attend all relevant College 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
Child Safety	<ul style="list-style-type: none"> • Be fully aware of all requirements and comply with the school's childsafe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing.

STATEMENT OF DUTIES (TEACHER)	
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold current VIT registration.
Professional Conduct	<ul style="list-style-type: none"> • Maintain a valid Victorian Institute of Teaching registration • Maintain currency in all legislated and College mandated accreditations (including but not limited to Mandatory Reporting, Disability Standards, First Aid, Asthma, Anaphylaxis, Child Safe) • Lead a culture of respect in the classroom by treating all students, colleagues, and community members with courtesy and dignity. • Always adhere to the College code of conduct • Attend school liturgies, information evenings, and Night of Excellence, plus other events as directed by the Principal. • Attend and contribute to faculty and teaching team meetings • Participate in staff ARM process • Participate in the College Professional Learning activities • Support the Catholic and Oblate traditions of the College Relationship management
Relationship Management	<ul style="list-style-type: none"> • Engage in genuine, respectful and professional conversations with colleagues • Foster quality relationships with all staff, building rapport and trust. • Be prepared to engage in constructive dialogue with team members, drawing on positive relationships, when challenging situations arise • Work collaboratively with the Leadership Team to ensure the College meets its ongoing obligations in respect of child safety initiatives including as required by the Child Safety Standards • Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives that promote wellbeing
Experience and Qualifications	<ul style="list-style-type: none"> • Academic and teaching qualifications that meet the requirements of the Victorian Institute of Teaching (VIT) • Where possible, accreditation to teach in a Catholic School/Accreditation to teach Religious Education in a Catholic School (if accreditation to teach in a Catholic School is not held that there is a commitment to complete this within five years of employment)

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