



# TEACHER

## Position Description and Duty Statement

<b>Remuneration Scale</b>	As Per Salary Assessment – 2018 Victorian Catholic Education Multi-Employer Agreement
<b>Contract and Conditions</b>	Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018

### Overview

All staff members of Clonard College are expected to uphold the Kildare Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto “*Strength and Kindliness*” comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

*The Clonard College community is committed to the safety, wellbeing and protection of all children in our care.*

### Major Areas of Responsibility

A teacher at Clonard College has responsibilities in the following key areas:

- Commitment to Catholic Education
- Contemporary Learning and Teaching
- Pastoral Wellbeing and Child Safety
- Professional Development
- Co-Curricular Involvement
- General and Administrative Duties

### Statement of Duties

The following duties are aligned to the 6 major areas of responsibility of the teacher

#### COMMITMENT TO CATHOLIC EDUCATION

- Demonstrate an understanding of the ethos of a Catholic school and its mission
- Model and support behaviours that reflect the values of a Catholic education and Kildare Ministries
- Demonstrate a commitment to instill in students a respect for each other in accordance with the teachings of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community
- Commitment to accreditation to teach in a Catholic school 1.6 and/or accreditation to teach Religious Education in a Catholic school 1.7

### **CONTEMPORARY LEARNING AND TEACHING**

- 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 and the standards of professional practice (AITSL) including Victorian Curriculum and/or VCE/VCAL Senior Secondary course requirements
- Employ a broad range of pedagogical approaches and effective classroom management skills to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Keep accurate records of student attendance via SIMON
- Follow up non-attendance without notification, as per College policy
- Recognise the role that parents and guardians play in their daughter's education and engage in learning progress discussions with parents/carers
- Identify and locate where each student is on the learning continuum and ensure adjustments and modifications to move learning forward are implemented and documented
- Monitor the progress of each student, including timely summative and formative assessments and provide meaningful and regular feedback to each student on their progress
- Write formal academic reports that conform to report writing guidelines and provide feedback on progress
- Liaise with appropriate support staff in the implementation of the curriculum
- Work collegially with staff to develop, plan, review and evaluate curriculum in subject areas and at year levels which you teach ensuring a guaranteed curriculum
- Develop assessment instruments in a collegial manner where common assessment tasks are required
- Evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- Create and evaluate resources, including digital resources, for the purposes of enriching the curriculum
- Attend subject meetings as scheduled
- Ensure appropriate curriculum, assessment and reporting documentation using the College's Learning Management System and nominated IT solutions

### **PASTORAL WELLBEING AND CHILD SAFETY**

- 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
- Promote positive, respectful and encouraging relationships between all members of the learning community
- Proactively nurture, monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects the values of Kildare Ministries.
- Implement strategies which actively promote a culture where high expectations are set for students to achieve their personal best
- Implement strategies which actively promote a healthy and positive learning environment
- Attend year level meetings as scheduled
- Attend all year level/house/school assemblies
- Attend all school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required

### **PROFESSIONAL LEARNING**

- Have current knowledge of curriculum initiatives
- Commit to engaging openly and willingly in professional learning, participate in the formation and implementation of the school's strategic plan and maintain an openness to initiatives which are in the best interests of the students and College
- Continue development of ICT skills as technologies evolve
- Develop and maintain high standards of professional practice through establishing learning and teaching goals that evolve from professional dialogue, observation, data analysis, and educational research
- 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

### **CO-CURRICULAR INVOLVEMENT**

As required:

- 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, briefings and school events/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**

The teacher, at times, may be required to undertake other duties related to the role as directed by the Principal

### **Qualities and Capabilities**

The effective performance of the teacher will be due to their demonstration of a comprehensive range of the following

### **Attributes & Dispositions**

- respect for the core values of Kildare Ministries as lived at Clonard College
- a demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- a capacity to integrate the Church's teachings into all aspects of curriculum
- commitment to the Clonard College Vision Statement

- hospitable and timely service to all
- loyalty, trustworthiness, dependability and reliability
- discretion when handling sensitive information
- perseverance and patience in complex situations
- compassion, objectivity and clarity when handling difficult situations
- understanding the need for mutual accountability
- collaborative and flexible participation in professional settings
- openness to learning in all situations

### **Commitment to Catholic Education**

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community

### **Commitment to Child Safety**

The Teacher will:

- have a demonstrated understanding of child safety
- have a demonstrated understanding of appropriate behaviours when engaging with children
- be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-connected work

### **Knowledge & Understandings**

- Accreditation to teach in a Catholic school (or commitment to obtain)
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
- Demonstrated experience in using ICT to teach subject area
- Preference for experience in contemporary pedagogy and use of student data to maximise learning outcomes

### **Skills & Capabilities**

- Ability to work as part of a team
- Excellent oral and written communication skills, including ability to communicate with students, parents and the school community
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives

### **Risk and Occupational Health and Safety**

The teacher will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given

- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

## **Background & Qualifications**

### **Essential**

- Appropriate teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be willing to work towards such accreditation)
- Proof of identity

### **Other Requirements**

- National Police Record Check
- Comply with the Clonard College Child Safety Commitment

**Authorised by: LUCI QUINN**

**Date: 2019**

**Revised: October 2019**