



St Colman's Primary School, Mortlake

Position Description- Classroom Teacher

Overview

The primary role of the teaching staff at St. Colman's Primary School is to plan and implement programs of learning and teaching which will enhance the holistic developments of all students within the school.

In undertaking the following duties, teaching staff must be committed to a team approach to planning and implementation, based on an assumption of mutual trust, collaboration, professionalism and a belief that we as a learning community are on a lifelong process of continuous improvement. Teaching staff must also support, by word and action, the Vision of St. Colmans' Primary School possessing a strong belief that all students can learn to a high standard.

The teaching staff is accountable to the Governing Authority, the Principal and the Leadership Team.

Statement of Duties

Catholic Identity

- Accept the Catholic traditions and educational philosophy of the school
- Develop and maintain an adequate understanding of those aspects of catholic teaching that touch upon your subject areas
- Strive to help students understand, accept and appreciate Catholic teaching and values
- Avoid actions, words or lifestyle choices that may be contrary to the teaching and values of the Catholic Church community in whose name you act
- Contribute to the character of the school through an open and welcoming manner, acting with integrity and respecting the dignity of all people

Contemporary 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 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
- 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

- 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 (including Child Safe Standards MO1359)
- 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 held during the school day
- Attend school liturgical celebrations held during the school day
- Attend school organised activities relevant to year level, as required

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Curriculum Development

- 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
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend subject meetings as scheduled
- Participate in school development and review processes

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

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 & 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 relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- Maintain a work program that details the activities planned and implemented for the learning of all students under your care.
- Maintain accurate assessment records as a measure of student achievement
- Provide regular progress reports to parents of students who have been identified as "at risk", in addition to the preparation of a Personal Learning Plan for these students.
- 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

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