



St Mary's Primary School

87 Southey Street, Inglewood, VIC 3517

Phone: (03) 54383075

principal@sminglewood.catholic.edu.au

CLASSROOM TEACHER POSITION DESCRIPTION

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| Remuneration Scale | Per Victorian Catholic Education Multi Enterprise Agreement |
| Time Allocation | 2 hours release from teaching duties |
| Reports To | Principal |
| Responsibility For | All Learners |

Commitment to Child Safety and a Safe Workplace:

All members of staff are expected to participate in providing a child safe and child friendly environment where children and adults feel safe and are free to enjoy life to the full without any concern for their safety. All members of staff are expected to keep everyone safe from harm, including all forms of abuse. All staff are expected to be familiar with and adhere to the school's "Child Safe Policy" and are expected to respond to any concerns in the appropriate manner.

All members of staff are expected to contribute to creating a safe workplace and adhere to Occupational Health and Safety policies, procedures and rules within the workplace.

STATEMENT OF DUTIES & KEY RESPONSIBILITIES

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| LEADERSHIP | <ul style="list-style-type: none"> ● Have the content knowledge and pedagogical practice to meet the diverse needs of all students ● Provide advice about the content, processes and strategies that will shape individual and school professional learning ● Use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved ● Actively and publicly promote and support St Mary's, its mission, vision and values ● Work collaboratively and professionally with staff and the wider St Mary's community ● Develop and maintain a Professional Learning Plan and participate in Practice Analysis Conversations and Professional Learning to continually improve practice ● A strong commitment to Catholic Education and Catholic Identity ● Work closely with the Leadership Team to ensure the development and implementation of a comprehensive curriculum program ● Adhere to Child Safe, VIT and Catholic Education Sandhurst Codes of Conduct. |
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| STUDENT / STAFF SUPPORT | <ul style="list-style-type: none"> ● NCCD adjustments made for students. Including recording evidence and monitoring effectiveness of adjustments ● Provide a child safe environment in accordance with the child safe standards, policies and practices ● Implement effective student management consistent with the St Mary's Behaviour Management Policy and Procedures ● Maintain current registrations and certificates (e.g. VIT, Mandatory Reporting, Disability Standards and Anaphylaxis, etc) ● Handle confidential information in an appropriate manner ● Adhere to Office Administration procedures. E.g. Completing Leave Forms, Maintaining Class Budgets and Resources, etc. ● Communicate effectively with staff and the school community |
| OPERATIONS | <ul style="list-style-type: none"> ● Units of work and weekly plans developed according to St Mary's procedures and aligned with the Victorian Curriculum and Source of Life Curriculum ● Monitor, assess and report on student learning ● Planning, assessment and record keeping in line with St Mary's procedures and policies ● Maintain records of class attendance and recording student progress ● Implement strategies to achieve targets related to student learning outcomes ● Direct teaching of groups of students and individual students ● Undertaking other classroom teaching related and organisational duties as determined by the School ● Contributing to the development, implementation and evaluation of the curriculum program within the school ● Undertaking other non-teaching supervisory duties (e.g. yard duty and excursions) ● Contribute to creating a safe workplace and adhere to Occupational Health and Safety policies, procedures and rules within the workplace |
| EVENTS | <ul style="list-style-type: none"> ● Attend relevant school meetings and professional learning opportunities ● Parent Teacher Meetings and Information Evenings ● Planning for and attending Class specific Camps, Excursions and Incursions ● Participate in relevant after school masses and community events |