

# Classroom Teacher

Classification:	CEMEA 2022, Teachers Salary, T1-1 to 2-6
Employment Type:	As required – refer to vacancy
Reports to:	Extended Leadership Team
Direct Reports:	N/A

## Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic Identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.



*Educating Girls to Make a Difference*

A Ministry of Mercy Education Limited ABN 69 154 531 870

## Overview of role

At Sacred Heart College the primary role of the Classroom Teacher is to be a facilitator, team member, educator, advocate and coach. Learning and knowledge is seen as continuous and lifelong which creates generalists with multiple specialties. Communication is multi-directional, key information is shared and decisions are jointly made as a result of broad-based input.

The role of Classroom Teacher is diverse and dynamic with specific professional requirements and demands. Below is a condensed outline of the role's requirements however each teacher is required to fulfil the Australian Professional Standards for Teachers, which is a comprehensive set of national standards for teaching governed by the Australian Institute for Teaching and School Leadership (AITSL.) The AITSL standards should be considered in conjunction with this role description.

Responsibility	Expected Outcomes
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"><li>• Develop a stimulating learning environment by using a variety of styles and approaches to teaching to cater for individual learning needs.</li><li>• Understand and adhere to state and national course requirements including the standards of professional practice (AITSL Professional Standards for Teachers and VCEA guidelines).</li><li>• Engage appropriately with well-organised lesson planning.</li><li>• Keep accurate records of student attendance.</li><li>• Embrace the use of information and communications technologies to enhance learning.</li><li>• Engage in conversations with colleagues and families that support student growth and achievement.</li><li>• Produce formal academic reports that conform to report writing guidelines.</li></ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"><li>• Provide students with a child-safe environment.</li><li>• 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.</li></ul>



	<ul style="list-style-type: none"> <li>• Proactively monitor and support student development.</li> <li>• Exercise pastoral care in a manner which reflects school values.</li> <li>• Implement strategies which promote a healthy and positive learning environment.</li> <li>• Attend meetings as necessary.</li> <li>• Attend all College assemblies.</li> <li>• Attend College liturgical celebrations.</li> <li>• Attend College organised activities as relevant and required.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Plan, develop, and review and evaluate curriculum in disciplines and at year levels that you teach.</li> <li>• Develop assessment instruments in a collegial manner.</li> <li>• Evaluate digital learning materials and make recommendations about their implementation.</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum development in your disciplines.</li> <li>• Commit to ongoing professional development in your disciplines.</li> <li>• Be open to researching areas of interest relevant to directions provided in the College's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal process.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student.</li> </ul>
<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program.</li> <li>• Proactively encourage students to participate in co-curricular activities.</li> <li>• Act as a role model for participating students.</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity.</li> <li>• Create and maintain a safe environment in which students may enjoy their participation.</li> </ul>



	<ul style="list-style-type: none"> <li>Oversee the provision and care of relevant equipment materials and first aid requirements.</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>Maintain currency of first aid, mandatory reporting and anaphylaxis training.</li> <li>Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>Attend all relevant College meetings and after School services and/or assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.</li> <li>Participate in duty supervision as rostered and other supervision duties when required.</li> <li>Demonstrate professional and collegiate relationships with colleagues.</li> <li>Uphold the professional standards expected of a teacher.</li> <li>Other duties as directed by the Principal.</li> </ul>

## Attendance at In-services/Meetings/Special School Events

All staff (full-time and part time), will be expected to attend:

- Beginning of year Professional Development, planning meetings
- Combined Catholic Schools' Beginning of Year Mass
- The Maguire Celebration
- Foundation Day
- Parent Communication Afternoons as required
- School based in-services (pro-rata for part time staff)
- Relevant internal meetings as scheduled (pro-rata for part time staff)
- Compliance Day (first aid and other training)

The above activities are part of the professional responsibility of all teachers, regardless of their teaching load.

The meeting schedule is distributed well in advance and therefore personal appointments should be scheduled around these dates and times.



The IBMYP Personal Project is an integral part of our Curriculum and all teaching staff are expected to be involved in its operation. The number of students allocated to staff is related to their teaching load.

Teachers will be expected to attend activities specific to their year level and discipline.

## Co-Curricular Program

Among the strengths of our College is the extra-curricular program, and the willingness of staff to involve themselves in team preparation of courses, units of work etc. You will be asked to volunteer for areas of interest so the load is shared equitably. All staff are required to do a minimum of one out of school time outreach activity across the year.

## Child Safety

The Classroom Teacher will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

## Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.

