



St Catherine's School

POSITION DESCRIPTION JUNIOR SCHOOL TEACHER

Department	Barbreck	Reports to	Head of Junior School
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

Reporting to the Head of Junior School, the Junior School Teacher is a highly skilled professional, who is integral to building the foundations in Barbreck students for lifelong, independent learning. The role of the Junior School Teacher is responsible for fostering an engaging classroom program to ensure our students develop curiosity, inquiry, and investigation skills.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values, traditions and our Culture of Thinking.

SPECIFIC RESPONSIBILITIES

Curriculum knowledge and expertise

- Maintain knowledge of relevant curriculum areas, student learning processes and resources.
- Develop and implement a classroom learning program that involves integration across the curriculum areas.
- Demonstrate a strong commitment to the teaching and learning of literacy and numeracy.
- Demonstrate a strong commitment to inquiry-based and evidence-based learning.
- Collect, analyse, and interpret data to inform teaching and programs.

Teaching practice and pedagogy

- Use a variety of teaching approaches to cater for different learning needs.
- Attend regular Professional Development sessions in the areas of ICT, pedagogy and student welfare and use new ideas and skills within teaching practices.
- Provide opportunities for collaborative learning and development of higher order thinking skills.
- Model effective organisation and time management.
- Provide pastoral care and welfare support for students.
- Establish challenging and achievable expectations for students.

Learning Technologies

- Use a range of teaching and learning approaches that enable effective classroom use of learning technologies.
- Develop skills, knowledge, and understandings of learning technologies as an integral component of the classroom program.
- Monitor, evaluate and report student learning from learning technologies based activities.
- Encourage students' thinking by the use of learning technologies.
- Use and apply various software packages and multi-media equipment within the learning environment.

Assessment and Reporting of Student Learning

- Regularly assess students using a variety of assessment tools.
- Provide specific feedback to students to advance learning and skill development and application.
- Maintain accurate and comprehensive records of students' progress and achievement.
- Encourage reflective evaluation of student progress.
- Provide meaningful reports on student performance to the student and parents or guardians.

Interaction with the School Community

- Promote the awareness of social responsibility at a global and local level and the notion of our School as a Learning Community.
- Recognise the important role that a family plays in a child's learning.
- Demonstrate high level communication skills and professional behaviour when interacting with parents or guardians, students, and colleagues.
- Provide opportunities for collaborative learning.

Professional Requirements

- Act in a professional manner with colleagues, students, and parents.
- Carry out responsibilities in a conscientious and diligent manner.
- Understand the School's requirements and act in accordance with the Code of Conduct.

Other Key Tasks

- Contribute written articles for the Blue Ribbon, St Catherine's News, Barbreck News, and other School publications as required.
- Participate in the planning of parent information evenings, camps, and other special events.
- Liaise with specialist staff particularly in relation to curriculum links.
- Network with other teachers to develop, encourage, maintain, and extend the Junior School profile within and beyond our school community.
- Assist students outside the classroom when required.
- Attend weekly staff meetings, Professional Development sessions and Team meetings.
- Assist in the design and the implementation of the St Catherine's School Junior School curriculum.
- Be familiar with and keep abreast of recent strategies and methods in teaching and learning.
- Fulfil responsibilities such as weekly Yard Duty, attendance on excursions and other duties as assigned.
- Engage in the co-curricular program of the School and events e.g. camps, fairs, excursions etc.
- Other duties as directed by the Principal, Head of Junior School, or Deputy Head of Junior School.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Occupational Health and Safety Responsibilities

- Comply with Victorian OHS legislation and the School's OHS policies and procedures.
- Perform duties in a safe manner without risk to their own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers, and visitors.
- Report any hazard, incident, injury, or illness as soon as practicable.
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.

Key Selection Criteria

- Current VIT Registration.
- Tertiary qualification in Primary Education.
- A sound understanding and knowledge of the primary years of schooling, specifically the development and educational needs for girls.
- An ability to communicate effectively with both parents, and other professionals.
- An understanding of the Gradual Release Model of Teaching and Data Analysis to inform teaching.
- Demonstrated innovative use of ICT to enrich learning.
- Well-developed classroom management strategies which enhance student engagement and outcomes.
- Knowledge of contemporary pedagogy and a willingness to embrace the St Catherine's Teaching for Thinking culture.
- An active supporter of and contributor to a collegial work environment.

- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.
