

## POSITION DESCRIPTION

**Title:** Early Childhood Teacher  
**Reports to:** Director of the Early Learning Centre (ELC)  
**Date:** 2022

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

### NATURE OF THE ROLE

At Genazzano College teachers operate in a multi-faceted role where duties include:

- Best practice in teaching
- Pastoral care
- Curriculum development
- Professional development
- Co-curricular involvement
- General and Administrative duties
- Duty of care responsibilities

### RESPONSIBILITIES

Teachers:

- are expected to support the Catholic and FCJ ethos of the College
- are responsible for the behaviour of all students
- are responsible for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual
- are expected to develop and maintain collegial and professional relationships with fellow staff members
- Adhere to all College policies
- Use class time, not scheduled for teaching duties, for the purposes of lesson planning,

assessment of student work and organization

- Are expected to adopt the Ignatian approach to the Ministry of Teaching
- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Differentiate the curriculum in order to meet the learning needs of all students within the class
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Understand State and National course requirements
- Keep accurate records of student attendance
- Use student data to inform teaching and learning programs
- Embrace the use of Information and Communications Technologies to enhance learning
- Engage in Learning Conversation evenings (Parent / Student / Teacher interviews)
- Write formal academic reports that conform to the College's Reporting Writing Policy
- Monitor the progress of each student and provide regular feedback to each student on their progress
- Submit lesson plans and / or weekly planners as requested
- Liaise with appropriate support staff in the implementation of the curriculum – e.g. Learning Enhancement staff, Resource Centre staff, etc.

#### **PASTORAL CARE**

- Be active participants in the College's pastoral care system
- Exercise pastoral care in a manner which reflects the Catholic and FCJ values
- Attend House and Year meetings as scheduled
- Attend all College Assemblies
- Attend College liturgical celebrations
- Attend school organised activities relevant to House or Year Level, as required

#### **CURRICULUM DEVELOPMENT**

- Plan, develop, review and evaluate curriculum in subject areas and at year levels which they teach
- Develop assessment instruments in a collegial manner where whole group testing takes place
- Evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum using school structures
- Attend subject meetings and staff meetings as scheduled

#### **PROFESSIONAL DEVELOPMENT**

- Have current knowledge of curriculum initiatives in their teaching areas
- Commit to ongoing professional development in their teaching areas
- Be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- Continue their 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
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator

**ACCOUNTABILITY & EXTENT OF AUTHORITY**

- The ELC Teacher is accountable to the Principal through the Director of the ELC
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer

**CONDITIONS OF EMPLOYMENT**

- Employment is conditional on being registered with the Victorian Institute of Teaching and maintaining that registration.
- Teachers are required to be at the ELC from 8.00am to 4.00pm.