



POSITION DESCRIPTION

Position Title: Class Teacher

Position Summary

Classroom teachers are responsible for the delivery of curriculum to the class or classes they have been allocated consistent with the College's philosophy, policies and practice. It is required that teachers respect and support the College's ethos, values, policies and procedures. Duties encompass teaching, curriculum development, report writing and co-curricular activities.

Position Reports To

The position reports to the Assistant Principal (Primary) and/or Head of Faculty.

Key Responsibilities

Teaching

- Conduct lessons that are thoroughly prepared and designed to engage and challenge students; and addresses differentiation in the classroom.
- Identify and make provision for students requiring learning support or extension.
- Develop and administer appropriate assessment tasks for each class and keep individual students promptly and fully informed of their progress in these tasks.
- Monitor student progress to ensure that students are working to capacity.
- Create a stimulating and challenging learning environment within the classroom.
- Utilise appropriate technology in the classroom, including use of iPads and other technologies.
- Keep detailed and accurate records of individual student achievement and progress via College assessment processes.
- Regularly report on student progress to parents through Learning Management System, Parent/Teacher interview evenings, formal school reports or meetings with parents
- Communicate with parents on child's progress using current Learning Management System
- Meet with the Assistant Principal, Head of School, Deputy Head of School, Assistant Head of School as appropriate to brief on student matters and parental concerns.
- Contribute to the budget process through the Assistant Principal (Learning)/ Head of School and/or Head of Faculty and subject/area co-ordinators

Curriculum Development

- Deliver curriculum as set out by one or more of Assistant Principal (Primary), Head of Faculty, Assistant Principal (Learning) or other responsible staff member.
- Maintain curriculum documentation as directed by the Assistant Principal (Learning)
- Contribute to the development of curriculum, teaching resources and assessment materials within the subject(s) taught.

Homeroom Teacher

- Be actively involved in Life Skills/Pastoral care programs, being sensitive to students experiencing personal, social or organisational issues and where necessary liaise with the Head of Faculty – Life Skills or relevant Assistant Principal.
- Implement strategies to get to know and follow progress of each student.
- Mentor and encourage involvement in co-curricular programs in the College.

- Consult with Assistant Principal/Head of School or Deputy Head of School/Assistant Head of School/ as necessary
- Monitor attendance in accordance with school policy.
- Adhere to school procedures in relation to routine matters such as manners, pride in uniform, punctuality and attitude to learning.

Professional Development

- Maintain an up-to-date knowledge of current pedagogical approaches to teaching through appropriate professional development activities and participate in professional development activities provided by the College.
- Participate in the College Professional Learning activities in accordance with school priorities and individual needs, in order to continuously improve teaching knowledge and practice.

General

- Adhere to school discipline in accordance with school policy.
- Carry out teacher responsibilities for returning/collecting students, locking doors and other protocols.
- Carry out yard duty and other such duties as rostered by the Director of Administration.
- Attend relevant meetings: school, faculty, staff, team.
- Attend events such as Open Day, excursions, assemblies, Chapel, Easter and Christmas Services and Presentation Night
- Be actively involved in the school's co-curricular programs.
- Any other duties as instructed by the Principal.

Student Safety

- Understand and uphold College and staff obligations with regard to student safety
- Demonstrate commitment to student safety in all aspects of conduct
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements
- Complete annual training in Child Safety as required

Occupational Health & Safety

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation
- Ensure that staff comply with all OH&S requirements

Environmental

- Support and participate in the Environmental programs of the College

Religion and Values Education Programs

- Support and participate in the Religion and Values Education Programs of the College

Essential Qualifications and Relevant Experience

- Current and valid VIT registration

