



# POSITION DESCRIPTION

## TEACHER\_PRIMARY

POSITION OBJECTIVES	
To deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.	
KEY RESPONSIBILITIES	
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>• Be responsible for the achievement of the College vision and goals through the development and delivery of high quality teaching and learning outcomes for all students</li> <li>• Contribute to the development and implementation of College objectives and planning</li> <li>• Embrace and enhance the position of the College as a leading provider of education</li> <li>• Exercise discretion and confidentiality in regards to information</li> <li>• Establish and maintain a supportive school environment</li> <li>• Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Plan, prepare and deliver effective learning and teaching programs that provides students with opportunities to observe, question and investigate</li> <li>• Establish clear objectives for all lessons and communicate these to students</li> <li>• Plan and implement an education program that follows curriculum guidelines, engages students and offers a range of learning choices</li> <li>• Adapt teaching methods and instructional materials to meet students' varying needs and interests</li> <li>• Prepare, administer and assess tests and assignments to evaluate students' progress</li> <li>• Show written evidence of class preparation upon request</li> <li>• Be responsible for the care, welfare, academic oversight and guidance of students in their classes</li> <li>• Observe and evaluate student's performance, behavior, social development and wellbeing. Report concerns to the Deputy Director or Director of Glendalough and the Psychological team.</li> <li>• Work closely with other teachers to provide support and ensure a consistent approach to common expectations is maintained</li> <li>• Be prepared to develop a knowledge of each of the students in their care and be plan to meet with parents or guardians to discuss their children's progress</li> <li>• Responsible for the maintenance and good order of College rules within the classroom</li> <li>• Be part of a student's pastoral care and be prepared to assist students to develop their potential</li> <li>• Guide and counsel students with adjustment and/or academic problems or special academic needs</li> <li>• Prepare and implement remedial programs for students requiring extra help</li> <li>• Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries and damage</li> <li>• Ensure College expectations regarding study habits, dress, behaviour and respectful relationships are maintained</li> <li>• Follow all administration policies governing students including maintaining accurate and complete student records</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• Foster quality relationships with students, staff and parents</li> <li>• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives</li> <li>• Maintain a relationship centred approach to education</li> <li>• Participate in Committees as required</li> <li>• Provide prompt, accurate and professional responses to parents, students and staff</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <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> <li>• Assist in the provision of a child-safe environment for students</li> </ul>

POSITION OBJECTIVES	
To deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.	
KEY RESPONSIBILITIES	
	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in targeted areas of work</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Abide by the EREA Code of Conduct</li> <li>• Co-curricular activity is expected and remunerated</li> <li>• Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>• Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise</li> <li>• Other duties as directed by the Deputy Principal/ Principal</li> <li>• The College reserves the right to alter this position description as required to reflect emerging priorities</li> </ul>

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Educational experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Extensive teaching experience as a primary school teacher</li> <li>• Registered Teacher in Victoria (or eligible for registration)</li> <li>• Anaphylaxis Awareness training</li> <li>• Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate</li> </ul> <p><b>Desirable other:</b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification in education</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li> <li>• Proven ability to think creatively</li> <li>• Demonstrates a respect for and acceptance of difference in students, parents and staff</li> <li>• Well-developed decision making skills</li> <li>• Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community</li> <li>• Strong collaboration, conflict resolution, negotiation and persuasion skills</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> <li>• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li> <li>• Proven ability to integrate IT into the curriculum and teaching practice</li> <li>• Ability and willingness to accept policy directives</li> </ul>

