



# Catholic Regional College Melton

Responsible to: **PRINCIPAL**  
 Report to: **DP – OPERATIONS, STAFFING & STRATEGIC INTENT, DP – LEARNING & TEACHING**

Teachers are expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

## Position Description – Teacher

<b>STATEMENT OF DUTIES (TEACHER)</b>	
<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 cater for individual learning needs</li> <li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Understand state and national course requirements</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 learning progress discussions</li> <li>• Write formal academic reports that conform to report writing guidelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum</li> <li>• Contribute to the enactment of the College SIF and AAP.</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> <li>• Proactively monitor and support student wellbeing</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 year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend school organised activities relevant to house or year level, as required</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Develop assessment instruments in a collegial manner where whole group testing takes place</li> <li>• Evaluate digital learning materials and make recommendations to subject coordinators about their implementation</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend Domain meetings as scheduled</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> </ul>

<b>STATEMENT OF DUTIES (TEACHER)</b>	
	<ul style="list-style-type: none"> <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> <li>• Participate in the staff appraisal process via ARM</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 teacher after consultation with Domain Leaders</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> <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, diabetes and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Attend all relevant school meetings and after school services/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>

<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated capacity to model the ethos of a Catholic school and its mission.</li> <li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li> <li>• Commitment to own personal faith journey</li> <li>• A demonstrated capacity to instil in staff and students a respect for each other in accordance with the teachings of Jesus Christ</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• 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>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting and reportable conduct)</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching qualifications and experience teaching Food Technology</li> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• Current First Aid Certificate</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>

<b>Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills in the context of relating to staff, students, parents and College support groups and members of the community</li> <li>• Highly developed communication, planning, decision-making and negotiation skills</li> <li>• Appropriate expertise and experience in the areas of Teaching &amp; Learning</li> <li>• Demonstrated experience in leading best practice in the management of people and resources</li> <li>• Demonstrated ability to build capacity in others</li> <li>• Demonstrated experience in using ICT</li> <li>• Demonstrated passion for learning and ability to share this with others</li> <li>• Ability to utilise data to improve student outcomes</li> <li>• Demonstrated ability to successfully lead change</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to be organised, communicating practical lessons in advance to Kitchen Assistants</li> <li>• Ability to work as part of a team – highly relational</li> <li>• Ability to think strategically and plan for innovation</li> <li>• Outstanding oral and written communication skills, including the ability to communicate with children, parents and the wider school community</li> <li>• Self-motivation and confident with an ability to build capacity in others</li> <li>• Ability and willingness to accept policy directives</li> <li>• Highly effective time management skills</li> </ul>