



Position Title:	Classroom Teacher
Name:	

Enterprise Agreement	Victorian Catholic Education Multi-Enterprise Agreement 2018
Year Level	
Contract:	
Time Fraction (FTE)	
Release Time:	
Reports To:	LOP: Mentor, Year Level Leader, Deputy Principal's & Principal

School Summary

St Mary's Echuca is a co-educational Catholic primary school of 630+ students from Years Prep to Year 6, founded by the Bridgidine sisters in 1887. St Mary's is situated in Echuca, in the northern part of Victoria along the banks of the Murray River. Our Catholic faith is central to all we do and we celebrate that we are, ***"A faith community, learning together, spreading the Good News of Jesus through positive relationships, trust and love."***

As a school community we strive to nurture specific graduate outcomes in all students in hope that they embrace the world with the ability to respect, act with courage, be inclusive, strive to achieve, to serve others and celebrate all that life gives them. St Mary's staff, families and students strive to make a difference to all.

Position Summary

The primary focus for Classroom Teacher is to ensure their priorities focus on quality teaching and learning and the wellbeing of students and colleagues. A teacher's role extends outside the classroom and into the community, where they establish and maintain a supportive school environment. Teachers contribute to school planning and objectives, events, and the development of resources. The position of the Teacher is to teach and educate students, adhering to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV.

Primary Objective of the Role

The role of a teacher at St Mary's Echuca is to evaluate the effect they have on student learning. To understand their impact and to act on this by gathering defensible and dependable evidence from many sources, and hold collaborative discussions with colleagues and students about this evidence. They will do this within a child-safe environment.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

Professional responsibilities for teachers to guide professional knowledge, practice and engagement are aligned to the Australian Professional Standards for Teachers which outline what a teacher should know and be able to do.

Position Description – Classroom Teacher

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos and the Catholic Identity of the school• An awareness of the schools Vision, Identity Statement and Graduate outcomes• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ• A capacity to integrate the Church's teachings into all aspects of curriculum
Professional Practice & Knowledge: Contemporary Teaching & Learning	<p><i>Know students and how they learn</i></p> <ul style="list-style-type: none">• To use data tracking and student assessment information to drive planning and the evaluation of student learning in order to improve student outcomes• Provide meaningful and regular feedback to individual students on their progress• To facilitate the assessment schedule of the school in order to monitor and evaluate the progress of all students <p><i>Know the content and how to teach it</i></p> <ul style="list-style-type: none">• To have a good understanding of the Victorian Curriculum in order to improve the outcomes for all students• To maintain relevant documentation to support student learning, this may include but is not limited to;

- Personal Learning Plans
- PSG meetings
- Student Goal Setting
- Anecdotal Notes on student progress
- Assessment records
- To contribute to NCCD requirements by documenting and implementing student learning plans.
- To participate in moderation conversations to assess student learning

Plan for and implement effective teaching and learning

- Plan for and document effective teaching and learning to effectively implement the Victorian Curriculum
- Understand the Victorian Curriculum
- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Understand and adhere to the standards of professional practice – Australian Standards of Teaching – and the CECV
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Commitment to Inquiry based learning and use of Learner data to maximise learning outcomes
- Give appropriate time to planning for effective teaching and learning using the school's agreed framework for planning and documentation
- Liaise with appropriate support staff in the implementation and co-construction of the curriculum
- Embrace the use of ICT to enhance learning and support students to use technology to enhance their learning
 - Assistive technology
 - 1:1 program
 - Facilitation of the Digital Technologies curriculum
 - Compass as a reporting portfolio
- Liaise with Learning Support Officers to support effective learning and teaching in the classroom
- Liaise with Intervention teachers with the intention of improving student outcomes

Create and maintain supportive and safe learning environments

- Implement strategies which promote a healthy and positive learning environment

	<ul style="list-style-type: none"> • To be a positive participant in supporting and facilitating the School Behaviour Management Plan • To keep accurate records of student attendance using Compass • To know, support and implement practical matters included in the Staff Handbook <ul style="list-style-type: none"> ◦ Items in the staff handbook are to enable staff to understand their professional responsibilities. <p><i>Assess, provide feedback and report on student learning</i></p> <ul style="list-style-type: none"> • Engage in learning progress discussions Eg: Learning Conversations • Report, assess and analyse data accurately to drive teaching • Write formal academic reports that conform to report writing guidelines • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
Pastoral Care & Child Safety	<ul style="list-style-type: none"> • Develop and nurture the whole Learner: academic, social, emotional, physical and spiritual • Provide students with a child-safe environment • 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 • Proactively monitor and support learner wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Participate in duty supervision as rostered and other supervision duties when required
Risk & Occupational Health & Safety	<ul style="list-style-type: none"> • To take all reasonable measures to protect students from risks of harm and injury that should have been reasonably foreseen <ul style="list-style-type: none"> ◦ Class supervision ◦ Yard Duty; including before and after school supervision duties ◦ Excursions and camps ◦ Other supervision duties when required • Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.

	<ul style="list-style-type: none"> • Adhere to safe work procedures, instructions and rules. • Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act. • Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others. • Not wilfully place at risk the health and safety of any other person in the workforce. • Report any injury or hazard to the Principal immediately. • Maintain currency of Mandatory Reporting, Disability Standards for Education and CompliLearn modules (working towards compliance), first aid, asthma and anaphylaxis training
Curriculum Development	<ul style="list-style-type: none"> • To participate in the planning, development, review and evaluation of the Victorian Curriculum as taught within the school <ul style="list-style-type: none"> ◦ Whole school planning sessions ◦ Term planning sessions ◦ Weekly planning sessions ◦ Professional Learning Team meetings ◦ Moderation sessions • Plan, develop, review and evaluate curriculum in the year levels which you teach, inclusive of Personalised Learning Plans • Develop assessment instruments in a collegial manner where whole group testing takes place Eg: St Mary's Testing & Assessment Schedule • Provide Learners with opportunities and experiences of success • Evaluate digital learning materials and make recommendations to about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend PLT's & PLC's as required for your employment time fraction
	<p><i>Engage in professional learning</i></p> <ul style="list-style-type: none"> • Commit to ongoing professional development • Participate in self appraisal process • Have current knowledge of curriculum and programs committed to across the school

Professional Engagement & Development	<ul style="list-style-type: none"> • Commit to ongoing professional learning in areas of personal and school priorities <ul style="list-style-type: none"> ◦ Create an annual professional development plan for self ◦ Participate in school wide professional learning relevant to the whole school professional learning plan ◦ Actively participate in professional reading • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal and feedback process • To support and be responsible for the implementation of School Policy, Practice and Programs <ul style="list-style-type: none"> ◦ Actively participate in review preparation as required ◦ Evaluate school policy where relevant to inform practice at St Mary's School • Support collegial learning by acting as a mentor where appropriate; after consultation with the leadership team <p><i>Engage professionally with colleagues, parents/carers and the community</i></p> <ul style="list-style-type: none"> • To maintain open communication with parents and carers; this can be face-to-face, by phone, Compass or via email • To plan for, prepare and evaluate camps and excursions relevant to own classroom and complete documentation requirements required to meet Duty of Care, Child Safety and Occupational Health and Safety compliance
Education and Experience	<ul style="list-style-type: none"> • Teaching Qualifications • Current Victorian Institute of Teaching (VIT) Registration • Accreditation to teach in a Catholic School (Or be working towards such accreditation within 5 consecutive years of employment at St Mary's)
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children

	<ul style="list-style-type: none"> • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Maturity and emotional intelligence • Model positive dispositions for lifelong learning
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to the physical and mental wellbeing • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities including and not limited to: <ul style="list-style-type: none"> ○ Beginning and end of year mass ○ Sacraments ○ Community Christmas Carols ○ Some fundraising activities ○ National holidays - ANZAC Day, Remembrance Day, Australia Day; where a staff representative is required. • in active duty supervision as rostered and other supervision duties when required • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher Eg: VIT Code of Conduct • Other duties as directed by the Principal
Specific Duties attached to individual role	<ul style="list-style-type: none"> •

Commitment to Child Safety

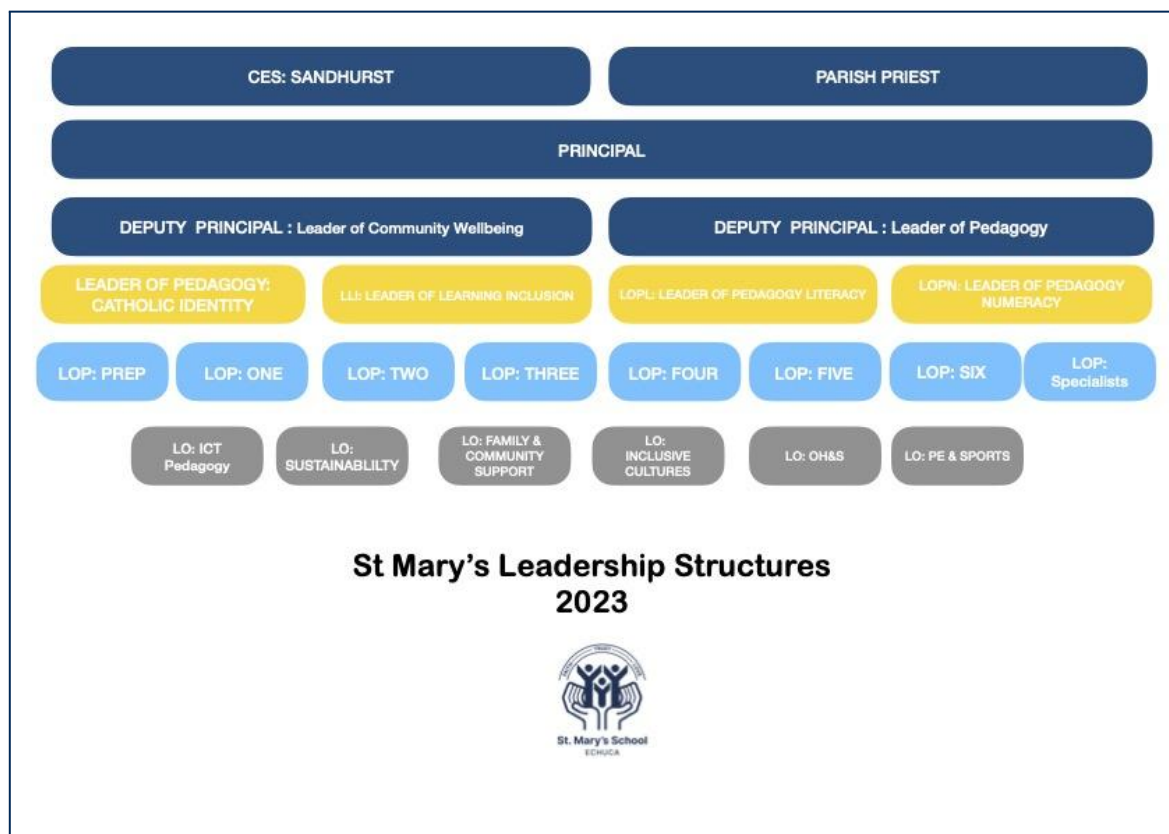
St Mary’s Echuca is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.

St Mary’s Echuca has a Child Safety Code of Conduct and as a staff member of the St Mary’s Echuca, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key communication contacts	
Internal	External
Principal Staff Students	Parents / Guardians Visitors to the School

Leadership Team structure

The structure of the school's leadership team for 2023 is as follows:



Authorised By

Name		Position	
Signature		Date	