##

| Marian College Ararat |  |
| --- | --- |

**Classroom Teacher**

| **Location : Marian College Ararat** |
| --- |
| **Classification : Teacher, Level T1-1**  |
| **Reports to : Principal, Leadership Team** |

| **STATEMENT OF DUTIES** |
| --- |
| **Commitment to Catholic Education**  | * An understanding of the ethos of a Catholic school and its mission.
* A willingness to support the College’s values, policies and procedures.
 |
| **Classroom Teacher** | **Contemporary Teaching*** Employ a variety of Formative Engagement teaching strategies to effectively build student understanding and confidence as independent learners
* Develop a stimulating learning environment to cater for individual learning needs
* Understand and adhere to state and national course requirements including the standards of professionals practice – Australian Standards of Teaching – and the CECV
* Use the Marian College Classroom Expectations document (for staff) as a basis for your teaching
* Use the Student Learning Action Statement as the basis of your classroom expectations of students
* Give appropriate time to lesson planning and organisation
* Keep accurate records of student attendance
* Embrace the use of information and communications technologies to enhance learning
* Engage in learning progress discussions with students, TAs, Heads of House, parents
* Write formal academic reports that conform to the Marian College report writing guidelines and timelines
* Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress

**Curriculum Development*** Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach
* Develop assessment instruments in a collegial manner
* 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
* Attend faculty meetings as scheduled
* Maintain and update curriculum in your teaching areas on the L&T Portal

**Professional Development*** Take an active role in the Marian College Professional Learning teams
* Take an active role in the classroom observation process
* Construct an annual professional learning plan and regularly annotate progress
* Have current knowledge of curriculum initiatives in your teaching areas
* Commit to ongoing professional development in your teaching areas
* 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 Annual Review Meeting (ARM) process
* Be an active member of a relevant professional association/network as time/distance permits
* Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Faculty
 |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety
* A demonstrated understanding of appropriate behaviours when engaging with children
* Be a suitable person to engage in child-connected work
* Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
* 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
* Assist in the provision of a child-safe environment for students
* Demonstrate duty of care to students in relation to their physical and mental wellbeing
* Exercise pastoral care through your teaching, the TA/House system and other interactions with students in a manner which reflects Marian College values
* Implement strategies which promote a healthy and positive learning environment
 |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
* Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal
* Demonstrate professional and collegiate relationships with colleagues
* Support and be involved in the co-curricular program
* Proactively encourage students to participate in co-curricular activities
* Other duties as directed by the Principal
 |
| **Skills/Attributes** | * Ability to work as part of a team
* Excellent interpersonal and communication skills
* Good oral and written communication skills, including ability to communicate with children, parents and the school community
* Ability to develop and maintain strong working relationships with key stakeholders
* Capacity to work to tight timelines
* Proven capacity to work independently
* Sound organisational skills including strong attention to detail
* Proven time-management skills
* Self-motivation
 |