

Classroom Teacher Role Description and Duties

Classroom teachers are at the heart of our staff team and are have responsibility for:

The safety and, wellbeing and protection of all children in our care	<ul style="list-style-type: none"> • 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 • Proactively monitor and support student wellbeing • Implement agreed school practices, processes and strategies in relation to explicitly teaching school-wide expectations and positive behaviours for learning (PBL) • Implement agreed whole-school practices to manage behaviour • Strive to create a positive and productive learning environment, and a solid working relationship with all students • Maintain a motivating, safe, clean and orderly classroom • Implement Tier 1 wellbeing programs, as per school policies and practices • Actively monitor student wellbeing and communicate concerns with school leadership and parents • Follow processes, procedures and laws related to child-safety
Nurturing a faith community within a Catholic context	<ul style="list-style-type: none"> • Plan and teach Religious Education lessons using agreed school approach/es and MACS Religious Education framework • Assess and provide feedback on student progress in RE • Provide opportunities for students to participate in agreed whole-school faith practices (eg. daily prayer) • Attend school liturgical celebrations • Be supportive of the values and teachings of the Catholic tradition • Cultivate a classroom culture that is inclusive and welcoming of multi-faith perspectives and experiences • Undertake minimum required hours of RE professional development, as required by MACS TAP
Providing learning experiences that are evidence-based and developmentally appropriate	<ul style="list-style-type: none"> • Apply strong pedagogical content knowledge to deliver targeted, explicit teaching that meets the learning needs of students • Employ a variety of effective teaching strategies to effectively implement the curriculum • Have a working knowledge of key curriculum documents and requirements from state and system authorities (eg. Victorian Curriculum, MACS) • Implement agreed school practices, processes and strategies in relation to planning, documenting and explicitly teaching content and skills across a variety of learning areas • Monitor the progress of each student and provide meaningful and regular feedback to each student and family on their progress, by way of learning conversations, Seesaw feedback and program support group (PSG) meetings (as required) • Undertake agreed assessment with students, record data as required and engage in collaborative moderation and analysis of assessment data • Write formal academic reports that conform to report writing guidelines • Liaise with appropriate leadership and support staff in the implementation of the curriculum • Attend collaborative planning meetings with year-level teams, contribute to the planning of learning experiences and implement lessons as agreed to by team to ensure low-variance between classrooms • Differentiate instruction and implement reasonable adjustments to ensure access and equity for all learners • Document learning adjustments and maintain personalised learning plans and high-ability plans

Engaging in ongoing professional development	<ul style="list-style-type: none"> • Have current knowledge of evidenced-informed practices and initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas • Engage in professional learning, in line with the school's strategic plan • Continue development of ICT skills • Participate in staff appraisal and feedback processes • Commit to the development of ongoing learning through a Professional Development Plan (PDP) • Support collegial learning by engaging in school collaborative professional learning strategies (such as learning walks) • Attend scheduled meetings and professional learning sessions and contribute to professional learning
Providing students with a rich and rewarding educational experience	<ul style="list-style-type: none"> • Support and be involved in extra-curricular program and events as required • Within a team, plan for and attend extra-curricular experiences including excursions, incursions and camps • Attend school liturgical celebrations where possible • Attend relevant school organised activities, as required • Create and maintain a safe environment in which students may enjoy their participation <p>* participation outside of agreed working hours accrues TIL</p>
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 • Comply with all administrative duties required including development of PLPs and other learning plans as appropriate • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Participate in 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 • Oversee the provision and care of relevant equipment and materials • Follow purchasing and budgeting processes • Develop positive, meaningful and committed relationships with students, staff and the wider school community • Communicate with and respond to parent/family communication according to agreed school processes • Complete administrative and supervisory tasks as required, including accurate records of student attendance, performance and progress • Work positively and cooperatively in designated and ad hoc teams to develop curriculum and other learning opportunities for students • Be present in the classroom at 8.30am to begin morning routines • Contribute to school curriculum and policy development • Other duties as directed by the Principal or delegate

Description current as of November 2024. Review due 2026.