



St Patrick's School

Dimora Avenue,
Camperdown,
Victoria, 3260

Telephone: (03) 5593 1962
Facsimile: (03) 5593 2634

Position Description - Teacher

The primary responsibility of teaching staff at St Patrick's Primary School is to design and deliver learning programs that foster the holistic development of every student. In carrying out these duties, staff are expected to embrace a collaborative team approach to planning and implementation, grounded in mutual trust, professionalism, and a shared commitment to continuous improvement as a learning community. Teachers are also called to uphold and actively promote the Vision of St Patrick's Primary School, with a strong conviction that every child has the capacity to achieve high standards of learning.

Reports to:

- Principal

Statement of Duties Catholic Identity

Catholic Identity

- Accept the Catholic traditions and educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon your subject areas.
- Strive to help students understand, accept and appreciate Catholic teaching and values.
- Contribute to the character of the school through an open and welcoming manner, acting with integrity and respecting the dignity and diversity of all people.

Contemporary Teaching

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs.
- Understand and adhere to state and national course requirements including 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.
- Understand state and national course requirements.
- Keep accurate records of student attendance.
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions.
- 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.
- Liaise with appropriate support staff in the implementation of the curriculum



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Pastoral Care and Child Safety

- 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 student 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.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organised activities relevant to house or year level, as required

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 where whole group testing takes place
- 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 team, staff and professional Learning Team meetings as scheduled
- Participate in school development and review processes

Professional Development

- 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 staff appraisal process.
- Be an active member of a relevant professional association as duties permit.
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the subject coordinator

Co-Curricular Involvement

- Support and be involved in the co-curricular program.
- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Keep accurate records of student attendance and participation within the co-curricular activity.
- Create and maintain a safe environment in which students may enjoy their participation.
- Oversee the provision and care of relevant equipment materials and first aid requirements.



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General and Administrative Duties

- 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 their 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.
- Participate in duty supervision as rostered and other supervision duties when required.
- Maintain a work program that details the activities planned and implemented for the learning of all students under your care.
- Maintain accurate assessment records as a measure of student achievement.
- Provide regular progress reports to parents of students who have been identified as “at risk”, in addition to the preparation of a Personal Learning Plan for these students.
- Ensure proper care and maintenance of their classroom and associated learning spaces.
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a teacher.
- Other duties as directed by the Principal.

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church.
- A demonstrated capacity to instill 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.

Commitment to Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting).
- Be a suitable person to engage in child-connected work.

Staff Review

You will participate in an informal review meeting with the Principal. The review is designed to evaluate your goals.



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