

Position Description

Position Description – ARTS Teacher (Maternity Leave Replacement) Part-Time Starting in Term 2 for 3 Terms. Tuesday, Wednesday, Thursday

STATEMENT OF DUTIES (TEACHER)	
Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs and interests • 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 ARTS curriculum • Give appropriate time to lesson planning and organisation • Understand Victorian Curriculum Standard requirements • Keep accurate records of student attendance • Embrace the use of information and communications technologies to enhance learning of the ARTS • Engage in learning progress discussions and Professional Learning Networks • 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
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • 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 meetings as required • Attend school liturgical celebrations • Attend school organised activities relevant to teaching responsibilities
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas 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 subject meetings as scheduled • Engage with the Specialist Team meetings
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in the ARTS • 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 subject coordinator
Co-Curricular Involvement	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> Oversee the provision and care of relevant equipment materials and first aid requirements
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 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 Other duties as directed by the Principal Responsibly maintain an ARTS Budget Maintain a well organised and presented Art Room Display student Art around the school Facilitate an ART exhibition if required
Commitment to Catholic Education	<ul style="list-style-type: none"> 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 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
Commitment to Child Safety	<ul style="list-style-type: none"> 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
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Appropriate teaching qualifications for this position Current Victorian Institute of Teaching (VIT) registration
	<p>Desirable Other:</p> <ul style="list-style-type: none"> Accreditation to Teach Religious Education (not essential for this role) Relevant post-graduate studies (or working towards such qualifications) Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum Demonstrated experience in using ICT to teach subject area Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes Preference for experience working in a Professional Learning Community (PLC)
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 Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions Self-motivation Ability and willingness to accept policy directives Professional Maturity

