



## St Peter's Primary School

### Role Description – Teacher

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St Peter's is a community that is learning and living in the Mercy Tradition of service to all. Our children will always be at the heart of what we do. Our aim is to enable all children to be the best they can be. The social, emotional, academic, physical and spiritual wellbeing of all children, staff, and families is a priority for all at St Peter's.

All staff members of St. Peter's are expected to support the school's Catholic ethos, traditions and practices, applying these to their work.

The position of 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:

To develop a stimulating learning environment by using a variety of styles and approaches to cater for the individual learning needs whilst always providing students with a child-safe environment.

**Reports to:** Co-Principals  
Members of the Leadership Team  
Unit Leaders

#### Education and Registration

- Teaching Qualifications
- Current Victorian Institute of Teaching Registration (VIT)
- Accreditation to teach in a Catholic School (or be working towards accreditation)

**Remuneration Scale:** as per Victorian Catholic Education Multi-Enterprise Agreement

### Statement of Duties

#### Contemporary Teaching

- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Modify the curriculum to effectively meet the needs of each student and keep accurate documentation of planning and adjustments
- 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

### **Pastoral Care and Child Safety**

- 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
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities 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 planning meetings as scheduled

### **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

### **Extra-Curricular Involvement**

- Support and be involved in the extra-curricular program and camps involving the unit
- Proactively encourage students to participate in activities
- Act as a role model for participating students
- 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

### **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 including working as part of a team
- 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 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

### **Occupational Health and Safety**

- 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.
- Adhere to safe work procedures, instructions and rules.
- Co-operate 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 Co-Principal's immediately.

### **Child Safe Regulations**

St Peters School, Bendigo North is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of your employment that you be a person suitable to work with children. St Peters School, Bendigo North has a Child Safety Code of Conduct and a Child Protection and Safety Policy. As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time.

The CECV Commitment Statement to Child Safety - This document outlines the system-wide commitment to providing a safe and nurturing culture for all children and young people in Victorian Catholic schools.