



Position Description

Position: Classroom Teacher
Reports to: Deputy Principal Staff

Job Scope

'The teaching and learning process in a Catholic school is designed to reflect the dignity of the human person, a culture of community and a commitment to social justice and service for the common good'. In all dealings associated with teaching the dignity of the person, or people, involved must be of paramount importance.

The College's teaching and philosophy are grounded in the Gospel of Jesus Christ and the interpretation of the Gospel lived out by Nano Nagle, the founder of the Presentation Sisters and St John Bosco, the founder of the Salesian Society. At Nagle Catholic College we believe that through education, we liberate students, give them dignity and the skills required to be productive members of the community and enhance their vocational prospects for the future.

Through our educational programs we aim to equip our students with the skills and capacities to enable them to become independent learners in the globalised 21st Century knowledge society. We understand that strong classroom relationships underpin and inspire effective learning.

We acknowledge that the nature of learners has changed and that the focus has also moved from simply acquiring knowledge, to being able to transfer knowledge and skills within and beyond the classroom. In addition, we encourage an active citizenship where our students have strong foundations for lifelong learning and are prepared to live their lives in the future as independent, active community members who live out the Gospel values and contribute to the common good of society.

In accordance with the College's Vision Statement as a dynamic and effective learning community we will promote effective teaching and learning through a challenging and relevant curriculum permeated by Catholic values and through the pursuit of academic excellence.

Job Specification

The classroom teacher's role has a dedicated focus to bring the wording of the Vision Statement to life.

This position requires all teachers to:

- Have a high level of knowledge of contemporary 21st century learning.

- Transform pedagogy to maximise student learning and adopt a repertoire of techniques appropriate to the needs of each individual learner.
- Assist the College leadership in creating optimum learning environments within the College.
- Have a deep professional knowledge, an evident enthusiasm for their work and a strong belief that all students can learn.
- Participate in an Annual Review Meeting each year. Every three years teachers undertake a more comprehensive Triennial Review Meeting.

Position Purpose

The Classroom Teacher is responsible for creating a positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- in interacting informally with students

In this way, each student is challenged to grow in knowledge and maturity, according to his potential, in all aspects of life.

Areas of Responsibility

The Classroom Teacher is responsible for:

- Upholding and contributing to the Catholic ethos of Nagle Catholic College.
- Promoting the Vision, Mission and Ethos of the College through modelling of appropriate standards of behaviour and participating in the liturgical life of the College.
- Understanding the employer's requirements and acting in accordance with the College's policy and expectations as well as those of external and statutory bodies. (Please refer to Victorian Institute of Teaching - Standard of Professional Practice, Victorian Institute of Teaching – Code of Conduct, Victorian Catholic Education Multi-Employer Agreement 2008 and the legal obligations of teachers).

Maintaining a positive and effective learning environment through:

- Well-prepared and varied lessons, which cater to the range of student abilities and interests.
- Setting of realistic and challenging academic standards of student performance.
- A challenging and realistic program of student homework.
- Prompt and comprehensive attention to student work submitted for marking and supervision.
- Demonstrating knowledge, competence and confidence in the relevant subject discipline.
- Maintaining accurate and comprehensive records of student progress and achievement.
- Using a variety of assessment and reporting methods to regularly monitor learning progress.
- Using a variety of assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.

- Positive feedback on performance that reinforces student achievement and focuses on improvement.
- Detailed, accurate and informative written and oral reports at appropriate times, as required by the College.
- Ensuring learning programs are appropriately differentiated to meet the learning needs of all students.
- Demonstrating commitment to teacher professional engagement as an active member of the teaching profession and relevant Nagle Catholic College learning teams. Provide interest and attendance at appropriate professional development courses and commitment to a program of professional study and/or reading, and ongoing links with relevant Professional Associations.
- Provide data in a timely and appropriate manner in relation to each student as required for the College reporting and assessment system.
- Maintaining a safe learning environment, standards of student care and discipline both in and outside of the classroom, through support for and implementation of the College Discipline Policy and Procedures and attention to rostered duties, e.g. yard supervision, examination supervision and excursions.

Supporting Curriculum Leaders and Learning Teams in the administration of each Learning Area including:

- Being an active member of the relevant Learning Team/s. This includes attendance at meetings as required and contributing to curriculum development and planning relevant to that team.
- Curriculum planning and development.
- Writing programs and maintaining registers, as required.
- Keeping abreast of statutory requirements in curriculum expressed by ACARA, the VCAA, VRQA and other external professional bodies.

Implementing the Pastoral Care Policy and Program through the Pastoral Group System, in particular:

- Building rapport with individual students.
- Encouraging the growth of self-esteem in each student.
- Identifying academic and personal issues which are impacting on the growth and development of each student.
- Managing matters of concern in relation to students and advising the relevant Coach/Pastoral Teacher /House Coordinator.
- Attending and participating in the co-curricular life of the College through the sporting and cultural calendar.
- Completing administrative tasks in an accurate and timely manner, including record keeping and entering of assessment data by the required date.
- Developing and maintaining effective professional partnerships with other staff.
- Undertaking supervision duties including Yard Duty in a diligent manner.
- Attend scheduled staff meetings, briefings, student progress interviews and other learning area and pastoral meetings as required.

Key Selection Criteria

- A commitment to and understanding of the ideals of Catholic Education.
- Proven competence as a classroom teacher.
- An understanding of, and commitment to, child safety.
- Appropriate qualifications and/or experience for the method areas.
- The ability to work as a part of a team.
- Ability to apply effective teaching and learning principles.
- Effective interpersonal and communication skills.

VCE Vocational Major – additional elements

- A capacity to develop life skills through entrepreneurial projects.
- A capacity to develop applied learning programs.
- A background and/or qualifications in special needs education an advantage.
- An ability to lead students through a design and construct process.



Nagle Catholic College – I have read and understand the Position Description.

Name: _____
(print name)

Signature: _____

Date: _____ / _____ / _____