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| <b>POSITION TITLE:</b> | <b>Classroom Teacher</b>              |
| <b>DATED:</b>          | <b>August 2017</b>                    |
| <b>REPORTS TO:</b>     | <b>Head of Learning or equivalent</b> |
| <b>Prepared by:</b>    | <b>Head of Human Resources</b>        |

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### POSITION PURPOSE

The essential role of a teacher at St Leonard's College is to provide an exemplary, world-class, innovative and academically rigorous education for our students, in a physically, emotionally and spiritually safe environment.

### DUTIES & ESSENTIAL JOB FUNCTIONS

At St Leonard's College teachers operate in a multi-faceted role where duties include:

- Best practice in teaching
- Pastoral care
- Curriculum development and innovation
- Professional learning and engagement
- Co-curricular involvement
- General and Administrative responsibilities
- Duty of care responsibilities

At St Leonard's College, teachers are expected to support the values of the College which include:

#### **Lifelong learning**

We value and develop the essential personal qualities and skills for lifelong learning, including self-confidence, integrity, resilience and creativity. A St Leonard's education prepares students to take their place in the world and make meaningful contributions to society.

#### **People**

Our young people are encouraged to embrace diversity and individuality as well as collective responsibility.

#### **Partnership**

We consider education to be a partnership between students, teachers and parents, each with their separate roles and responsibilities.

#### **Teachers**

Our teachers are committed to continuing personal and professional development and embrace educational innovations. They are fully equipped to adapt to the rapid changes in education.

#### **Community**

Students become aware of the needs of the wider community and learn to engage in the world outside of the College community.

## **Environment**

We are committed to protecting the environment as well as addressing the challenges which will face future generations.

## **Diversity**

We welcome all cultures and celebrate diversity. Our students are encouraged to engage with people and cultures that are outside of their immediate world.

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

The responsibilities of a St Leonard's College teacher will reflect the Australian Professional Standards for Teachers comprising of the three domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement and include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is discretely, yet actively employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in nurturing the confidence and agency of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with and from each other and inquire into effective pedagogical practice;
- Engaging in active and continuous professional learning that is relevant to their area/subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

## GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive.
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
  - Accountability – we do our work with honesty, integrity and enthusiasm.
  - Performance – we perform to the best of our ability.
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.