Job title: Classroom Teacher
Reporting to: Principal
Award: Victorian Catholic Education Multi Enterprise Agreement 2013
Location: Assumption College – Kilmore

About the college

Assumption College is a co-educational Catholic day and boarding Secondary College founded in 1893, and conducted by the Marist Brothers. The College possesses a long and proud tradition in which students are encouraged to live and celebrate life and, in the words of the College motto, Quae Supra Quaere - “Seek the things that are above”.

There is a commitment in the College to the development of a community where compassion, forgiveness, care and a balanced sense of justice are reflected, where faith in God is nurtured and where respect and concern for the individual is central to the educational process.

The Marist nature of the College is evident in the emphasis placed on the nurturing of a family spirit which is experienced in the sense of welcome, warmth and friendliness.

As a respected educational institution, Assumption is committed to the personal formation and the academic development of each of its students recognising that each person has the right to realise their full potential and a right to the furtherance of self-understanding and self-confidence.

Classroom Teacher

The staff at Assumption College are the school’s most valuable resource, consequently staff selection and appointment is the most significant process undertaken by the school. Every aspect of the curriculum depends on the quality of the teaching staff and the school’s effective daily operations and administration depends on the efforts of all staff.

Staff are selected on the basis of their professional competence and their potential to contribute actively to the life of the school. It is expected that all staff understand the philosophy and tradition of Catholic education and that they have a genuine commitment to upholding these principles and those of the Mission Statement.

Classroom teachers are appointed by the Principal and are expected to work in partnership with the Leadership Team in developing effective teaching and learning outcomes and connecting with and guiding young people.

All teachers at Assumption College are responsible for following the Marist philosophy and supporting the goals of the College Mission. Teaching Staff are expected to lead the vision and goals of the College as a learning community and to commit to their ongoing professional development and learning.

Assumption College values the place of co-curricular activities as an integral part of the school curriculum. To this end, all staff are expected to make themselves available to assist with the
coaching of teams and/or to take part in other co-curricular activities such as debating, music and drama.

**Responsibilities:**

The responsibilities of the teaching staff at Assumption College draw on the Standards and characteristics of Effective Teaching which the Victorian Institute of Teaching have determined, as the main attributes needed by the Teaching Profession:

**Professional Knowledge**
- Teachers will demonstrate positive values, attitudes and practices appropriate to the teaching profession, to Catholic Education and the School Mission.
- Teachers know how students learn and how to teach them effectively.
- Teachers know the content they teach.
- Teachers know their students

**Professional Practice**
- Teachers plan and assess for effective learning
- Teachers create and maintain safe and challenging learning environments
- Teachers use a range of teaching practices and resources to engage students in effective learning
- Teachers will have a contemporary understanding of the principles of teaching and learning and demonstrate a current and ongoing knowledge of the disciplines that underpin the curriculum area being taught including familiarity with the materials, resources and programs associated with them.

**Professional Engagement**
- Teachers reflect on, evaluate and improve their professional knowledge and practice
- Teachers are active members of their profession.
- Teachers will motivate and effectively engage individual students within the curriculum and school guidelines and develop a constructive relationship with students through implementing and maintaining a positive, safe and challenging classroom.

**Other areas of professional practice**

**Assessment and Reporting**
- Teachers will use a variety of assessment strategies to provide multiple sources of information about student achievement and provide detail, accurate and informative reports. They will use assessment and reporting to inform the further planning of teaching and learning.
- Interaction with the School and Broader Community. Teachers will work in productive partnerships with students, families and colleagues to improve the learning environment of the school. They will recognize the important role of the home environment plays in a student’s learning and address diverse circumstances and factors that may influence the learning process.

**As a Staff Member**
- To carry out duties in a responsible and professional manner consistent with the ethics of the teaching profession
- To be aware and show respect for the principles of Catholic Education
To demonstrate effective communication skills with students, colleagues, parents and the wider community
To work effectively as a member of different school teams in a range of school activities outside the classroom which extend students' educational experience
To demonstrate accountability for all aspects of professional practice and seek to continuously to refine and improve practice
To understand and act in accordance with school policy, goals and procedures
To participate in a breadth of professional development activities that are linked to personal and College goals
To participate in official college functions, such as parent/teacher meetings, sports meetings, open day etc
To encourage the growth of public confidence in the college by developing in the students a sense of pride in its history, values and educational reputation
To take responsibility for the care of the resources of the college – rooms, furniture, equipment
To participate in decision making and curriculum policy development by active attendance at all designated meetings
To provide demonstrated support for the development of an authentic learning community and the specific goals accompanying the College strategic plan

As a Subject Teacher
To demonstrate sound knowledge of relevant discipline areas and school goals
To demonstrate a commitment to ongoing Professional Learning, attending relevant Professional Development activities
To apply contemporary and relevant materials, teaching methods and programs within the curriculum area being taught
To know the characteristics of learners at different developmental phases and current educational strategies for addressing their learning needs and to be responsible for the preparation and teaching of relevant, engaging lessons
To use a variety of inclusive assessment and reporting methods in order to regularly monitor learning progress
To maintain accurate and comprehensive records of student progress and achievement
To provide parents and students with detailed, accurate and informative reports particularly through official Parent/Teacher nights and the written Reports
To communicate with Pastoral leaders, House Coordinators and parents on student issues as they arise
To understand a range of learning technologies and their application to the classroom
To develop constructive relationships with students and classes and implement effective classroom management
To assist students to set clear and challenging goals and to monitor their success in achieving these goals
To work in partnership with the House Coordinators and Pastoral Care Leaders in monitoring Student progress and well-being
To participate in faculty based curriculum development
To undertake other relevant duties as required by the Director of Teaching and Learning, Deputy Principal or the Principal

Development
To develop a Strategic Plan for the Department then monitor and evaluate its progress toward a shared vision.
To engage in professional reading and research to support and model personal commitment to lifelong learning.

Commit to relevant ongoing professional learning, preferably involving postgraduate study.

Contribute to and support innovative teaching and learning practices.

Oversee the ongoing development and implementation of a future focused teaching and learning program in the Department.

Contribute to the development of the leadership capacity of members of the Department.

Coordinate review of Departmental Assessment and Reporting practices and oversee the development and implementation of improvement.

Maintain an awareness of current educational research, trends and pedagogy and work with the Department to incorporate same into the relevant programs.

Commit to ongoing professional learning in areas such as curriculum/educational leadership, management of teams, design and implementation of modern curriculum.

To support Department team in the development of ICT skills, and associated learning technologies.

Develop an ICT-rich curriculum to support student and staff learning.

The position also includes other duties as outlined from time-to-time by the Director of Teaching and Learning and the Principal.

CRITERIA

Applicants should be able to demonstrate:

- A commitment to the Marist Charism and Catholic education.
- A sound understanding of the learning and wellbeing needs of girls and boys within a comprehensive Catholic secondary college.
- Proven success as a teacher.
- Excellent leadership, management and administrative skills.
- An ability to work within a collaborative decision making structure.
- A commitment to ongoing personal professional development.
- Appropriate qualifications and educational experience.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Assumption College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.