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| Marian College Ararat |  |
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**Classroom Teacher**

| **Location : Marian College Ararat** |
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| **Classification : Teacher, Level T1-1** |
| **Reports to : Principal, Leadership Team** |

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Classroom Teacher** | **Contemporary Teaching**   * Employ a variety of Formative Engagement teaching strategies to effectively build student understanding and confidence as independent learners * Develop a stimulating learning environment to cater for individual learning needs * Understand and adhere to state and national course requirements including the standards of professionals practice – Australian Standards of Teaching – and the CECV * Use the Marian College Classroom Expectations document (for staff) as a basis for your teaching * Use the Student Learning Action Statement as the basis of your classroom expectations of students * Give appropriate time to lesson planning and organisation * Keep accurate records of student attendance * Embrace the use of information and communications technologies to enhance learning * Engage in learning progress discussions with students, TAs, Heads of House, parents * Write formal academic reports that conform to the Marian College report writing guidelines and timelines * Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress   **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 * 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 faculty meetings as scheduled * Maintain and update curriculum in your teaching areas on the L&T Portal   **Professional Development**   * Take an active role in the Marian College Professional Learning teams * Take an active role in the classroom observation process * Construct an annual professional learning plan and regularly annotate progress * 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 Annual Review Meeting (ARM) process * Be an active member of a relevant professional association/network as time/distance permits * Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Faculty |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * 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 * Exercise pastoral care through your teaching, the TA/House system and other interactions with students in a manner which reflects Marian College values * Implement strategies which promote a healthy and positive learning environment |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Support and be involved in the co-curricular program * Proactively encourage students to participate in co-curricular activities * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |