

## **ROLE DESCRIPTION: Specialist Teacher ~ LOTE**

### **LEARNING & TEACHING** (see also subject specific roles)

- Teach the Victorian curriculum in the given specialist area, developing and implementing a scope and sequence appropriate for each year level, which is shared with classroom teachers
- Conduct ongoing assessments and use this information to drive the teaching and reporting
- Maintain appropriate record keeping to complete reports, e.g. NCCD, student achievement reports, behaviour tracking, etc.
- Create unit & weekly planners, and store these in the shared Google Drive
- Differentiate curriculum for students, using PLPs and consulting with classroom teachers where appropriate (via email or in person)

### **CHILD SAFETY**

- Be aware of mandatory reporting responsibilities, and other relevant legislation and registration and Child safety policies
- Supervise students
- Ensure that each specialist area has a system of behaviour management that is workable and does not impact on the classroom teacher's mandated release time
- Deal with emotional / behavioural issues, seeking assistance and support, so that all children are participating in all specialist areas as fully as possible, and in line with Disability and Discrimination legal guidelines
- Ensure the learning environment is safe, clean and comfortable
- Complete classroom roll (am and pm) and other required records

### **PROFESSIONALISM**

- Develop meaningful relationships with all members of the school community
- Communicate effectively and respectfully with all members of the school community
- Attend PLTs and staff meetings, pro rata for part time staff
- Be aware of the standards required by the VIT for teachers, and strive to meet these
- Participate in appropriate professional development, including completion of mandated training, e.g. Disability Standards
- Provide collegial support to other staff members, including participating effectively with staffroom duty, staff birthday celebrations, etc.
- Participate respectfully and reverently at all faith based school events

### **LOTE**

- Responsible spending of LOTE budget
- Coordinate a LOTE Day event and activities in alternate years