# St Mary's Catholic Primary School

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Melbourne Archdiocese
Catholic Schools

ST. MARY'S
love one another
ALEXANDRA

## ROLE DESCRIPTION: Classroom Teacher

### LEARNING & TEACHING

- Teach the Victorian curriculum, as outlined in the St Mary's Learning & Teaching Guide
- Conduct ongoing assessments and use this information to drive the teaching, according to the St Mary's Data Plan
- 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 where appropriate

### CHILD SAFETY

- Be aware of mandatory reporting responsibilities, and other relevant legislation and registration and Child safety policies
- Supervise students
- Plan camps & excursions, including the completion of Risk Assessments, ensuring that permission notes etc. are communicated to parents and administration staff, and that individual risk assessments are completed for students with special needs
- Perform yard duty as rostered
- Deal with emotional / behavioural issues, seeking assistance and support where necessary
- Ensure the classroom 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 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