

Sacred Heart School, founded on the Mercy traditions, is an educating community of living witnesses working in partnership with families, inspiring strength through faith and love.

Central to the mission of Sacred Heart School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Sacred Heart School promotes the safety, wellbeing and inclusion of all

### **Selection Criteria: Generalist Teaching**

The successful applicant must clearly demonstrate:

- A strong commitment to Catholic Education and the safety and wellbeing of children
- The skills and abilities necessary to provide students with a rich and rewarding educational experience and embrace a collegial, team-based approach to teaching and learning.
- An enthusiasm to deliver exemplary Learning and Teaching.
- An ability to foster effective relationships with students, staff, parents and the Sacred Heart Parish community.
- Have a current registration with the Victorian Institute of Teaching or a willingness to gain registration.
- Be accredited to teach Religious Education in a Catholic school or a willingness to gain accreditation.
- An understanding of and commitment to the VRQA Child Safe Standards.

## **Role Description:**

### **Contemporary Teaching**

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Understand state and national course requirements
- Keep accurate records of student attendance
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions
- Write formal academic reports that conform to report writing guidelines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- Liaise with appropriate support staff in the implementation of the curriculum

### **Pastoral Care and Child Safety**

- Provide students with a child-safe environment
- 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
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Attend year level meetings as scheduled
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities as required

### **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 where whole group testing takes place
- Evaluate digital learning materials and make recommendations about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend Professional Learning Team meetings as scheduled

### **Professional Development**

- Have current knowledge of curriculum initiatives
- 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 digital technologies evolve
- Participate in the staff appraisal process
- Be an active member of a relevant professional association as duties permit

### **Co-Curricular Involvement**

- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for participating students
- Keep accurate records of student attendance and participation within the co-curricular activity
- Create and maintain a safe environment in which students may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements

### **General and Administrative Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Demonstrate duty of care to students in relation to the physical and mental wellbeing
- Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- Participate in duty supervision as rostered and other supervision duties when required
- Demonstrate professional and collegiate relationships with colleagues
- Uphold the professional standards expected of a teacher
- Other duties as directed by the Principal

