

Classroom Teacher

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*.

Loreto College Ballarat vision is to provide a spirited Catholic education that values, educates and empowers young women for their global future. Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

STATEMENT OF DUTIES

Teachers at Loreto College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes.

The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision, ethos and the College goals and action plans.

The Classroom Teacher is responsible for creating a positive and disciplined learning environment in the classroom, in co-curricular activities, and in interacting informally with students. In this way, each student is challenged to grow in knowledge, confidence, creativity and generosity as she develops her individual gifts and talents according to the vision of Loreto education.

The Classroom Teacher has a range of responsibilities including:

General Responsibilities

The Classroom Teacher is responsible for

- Promoting the vision, mission and ethos of the College through participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.
- Attending meetings as required. This would include Staff Meetings, Year Level, Faculty Meetings or meetings for other specific purposes.
- Keeping accurate records of student attendance
- Demonstrating commitment to teacher professional development through involvement in the College professional development program and subject association and specialist professional development programs

- Providing data in relation to each student required for the College recording and reporting system.

Teaching and Learning Responsibilities

The Classroom Teacher is responsible for

- Attending all lessons (unless prior arrangement has been made with the Principal or Daily Organiser).
- Being punctual for class.
- Maintaining a positive and effective learning environment through:
 - Well-prepared and varied lessons, which cater to the range of student abilities and interests.
 - Setting of realistic and challenging academic standards of student performance.
 - A challenging and realistic program of student homework.
 - Prompt and comprehensive attention to student work submitted for marking and supervision.
 - Demonstrating knowledge, competence and confidence in the relevant subject discipline.
 - Demonstrating high levels of professionalism in all activities
- Employing a variety of effective teaching strategies to implement the curriculum
- Giving appropriate time to lesson planning and organisation
- Embracing the use of Information and Communications Technologies to enhance learning
- Engaging in team planning and moderation of student assessment
- Participating in reflective teaching practice and evaluation of the delivery of the curriculum
- Using a range of assessment and evaluation techniques regularly and fairly.
- Encouraging students to reflect on their work and the process they have gone through to achieve it.
- Encouraging students to set their own goals and evaluate their outcomes.
- Ensuring students are aware of the assessment tools and criteria prior to commencing tasks.
- Supporting Heads of Faculty in the administration of each subject discipline including:
 - Curriculum planning and development.
 - Writing and evaluation of programs, as required.
 - Writing student reports per guidelines and within published timeframes
 - Keeping abreast of statutory requirements in curriculum expressed by the VCAA, ACARA and other professional bodies.
 - Implementing the Vision of the College through the House Group System, in particular:
 - building rapport with individual students
 - encouraging the growth of self-esteem in each student
 - identifying academic and personal issues which are impacting on the growth and development of each student
 - Referring matters of concern in relation to students to the relevant House Group Teacher, Head of House or Year Level Co-ordinator.

Pastoral Care Responsibilities

The Classroom Teacher is responsible for

- Participating in the full life of the College including co-curricular sporting, performance and/or music programs
- Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the College policies and procedures and attention to rostered duties, for eg: yard supervision, examination supervision and excursions.

It is a requirement that Teachers are loyal to the ethos of the College and the Loreto Mission Statement and will demonstrably enact College Policies and support the Leadership Team and the Principal of the College.

Award & Conditions

Title	Classroom Teacher
Classification	T1-1 to T2-6 Victorian Catholic Education Multi Enterprise Agreement (2013).
Time fraction	Full Time
Value range	\$66,396 - \$99,518
Employment status	Full Time Contract Position 2019
Date	14/09/2018

Other information

- The position is located at 1600 Sturt Street, Ballarat 3350.
- Terms and conditions of service are set out in the Victorian Catholic Education Multi Enterprise Agreement (2013).
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment as per current VIT Registration.
- Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Child Safe policies and practices.