

POSITION DESCRIPTION

Classroom Teacher



150
YEARS
1875-2025

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 has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

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. Our teachers know the value of a holistic education, that develops the whole person, spiritually, academically and personally.

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.

A Loreto teacher (*Reference: The Loreto Teacher Handbook, 2020*):

- Works within the context of a contemporary Catholic school and is aware of our Catholic Identity.
- Places wellbeing at the heart of learning.
- Knows their students and how they learn.
- Knows the content and how to teach it.
- Plans and implements effective teaching and learning.
- Creates and maintains a safe learning environment.
- Assesses, provides feedback and reports on student learning.
- Engages in professional learning.
- Engages professionally with colleagues, parents / carers and the community.

Key Responsibilities

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.
- 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.
- Actively support the development of positive cultures, belonging and connection by embedding ecosystems of learning and wellbeing

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 Faculty Leaders 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 and Mentor 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 Mentor Group Teacher 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
- Placing wellbeing at the heart of learning and expected to support and participate when appropriate in wellbeing programs such as the Felicitous Life program and Year level activities, camps and retreats
- 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.

Child Safe Standards

At Loreto College Ballarat we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. Child protection is everyone's responsibility.

All members of staff, in particular teaching staff, share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws including Mandatory Reporting, Loreto College's Child Protection & Safety Policy & Child Safety Code of Conduct, all policies and procedures in relation to child safety and comply with all requirements.
- Read and formally acknowledge their acceptance of the school's Code of Conduct for staff.

(Reference: Loreto College's Child Protection & Safety Policy & Child Safety Code of Conduct)

Meetings

It is expected that the Classroom Teacher will attend meetings as required, including:

- Staff Meetings.
- Year Level Meetings.
- Faculty Meetings.
- Other meetings which may arise for specific purposes.

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

- An awareness of, and commitment to, the College's aims as a Catholic College.
- Appropriate qualifications and registration as a teacher.
- Demonstrated knowledge of applicable subject areas and how students learn.
- Passion and commitment to learning within an independent girls' school.
- Demonstrated commitment to student wellbeing.
- Demonstrated commitment and ability to meet the General, Teaching & Learning, Pastoral Care and Child Safety responsibilities of the role.
- Demonstrated ability to use a range of practices to engage students and monitor their learning.
- Commitment to professional development and willingness to undertake training as required to further develop skills.
- Excellent personal communication, organisational and administrative skills.

Accountability

The Classroom Teacher is responsible to the Principal.

Reporting relationships to – Vice and/or Deputy Principals – Faculty Leaders – Year Level Coordinators

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
- 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.