

## position details

<b>Position Title</b>	Teacher
<b>Department</b>	Multiple
<b>Reports To</b>	Head of School
<b>Industrial Instrument</b>	Ballarat & Clarendon College Enterprise Bargaining Agreement 2022-2026
<b>Leave Profile</b>	Standard non-attendance time (term weeks)

## school

Throughout a student's time at Ballarat Clarendon College our focus is to maximise their competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their *heart's desire*.

The school is based in Ballarat, a regional city in the heart of Victoria, just over an hour's drive from Melbourne. Across three campuses students attend the school from 3-year-old Early Learning to Year 12. Ballarat Clarendon College is an equal opportunity employer.

## position overview

Classroom Teachers report to and operate under the general direction of their Head of Subject and Heads of School. Classroom Teachers interact with all areas and levels of staff as well as relevant external parties which often require discretion and confidentiality.

## key duties and responsibilities

The duties and responsibilities of this role include:

- Monitor, evaluate and report student progress in key learning areas.
- Use student data to inform teaching approaches and implement strategies to improve student learning outcomes.
- Support individual students in areas such as the correct use of diaries and the development of time management skills as required.
- Know and apply materials, teaching methods and programs associated with the curriculum area being taught.
- Teach a course of study which is consistent with the school's curriculum policies.
- Reflect upon success of teaching and reviews practices.
- Set and monitor regular and appropriate homework tasks.
- Promote safe and responsible digital citizenship.
- Attend student-parent-teacher interviews, school assemblies, events, co-curricular and participate in the school's duty roster.
- Adhere to and abide by the classroom expectations as required, as well as actively manage classroom behaviours.
- Attend onsite during working hours for the purposes of lesson planning and organisation.
- Liaise with Heads of School, Heads of Department and teachers on the progress of each student to ensure a holistic approach to wellbeing and development.
- Participate in the co-curricular program, which may include activities that extend beyond the 'normal' school day.
- Keep accurate records of student attendance and self-management.
- Demonstrate the ability to problem-solve and subsequently make high level decisions and/or be involved in high-level decision making.
- Demonstrate the ability to be resilient when dealing with staff and students.

## key stakeholders

This position is required to effectively manage stakeholder relationships with:

### Internal

- Heads of School
- Heads of Department
- Employees
- Students

### External

- Parents

## selection criteria

1. A commitment to students' social, emotional and intellectual development, including a strong understanding of the Child Safe Standards.
2. Proficiency in curriculum design, including unit and lesson planning.
3. A critical understanding of a range of teaching methods, including evidence-based practices.
4. Proficiency in analysing data in relation to student progress and teaching effectiveness.
5. Capacity to work in a high-performing team, including a willingness to seek and respond to feedback and proficiency in the use of communication technology.

## general responsibilities

All staff have a requirement to:

- Foster and maintain effective working relationships to maximise successful outcome for the school.
- Comply with and complete all duties as required.
- Maintain and promote principles of occupational health and safety within the workplace, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others at all times.
- Maintain and promote the principles of Child Safe Standards and requirements of Ministerial Order 870.
- Perform duties in accordance with the school's Crisis Incident Management Plan.

### Workplace Harassment and Bullying

Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Clarendon procedures and participate in appropriate education and training to contribute to a safe workplace.

### Quality Improvement

Each employee has a responsibility to commit fully to maintaining the Quality, Integrity and Service Standards of the school by:

- Ensuring that safety and quality initiatives are factored in to all activities.
- Ensuring that safety and quality is emphasised in all presentations/information sessions to staff and other stakeholders.
- Identifying areas of continuous improvement as appropriate.
- Actively participating in the review and continuous improvement of the quality and safety of children, including contribution to external accreditation processes.
- Ensuring that services provided meet external accreditation and auditing standards.
- Identifying and making recommendations on opportunity to improve processes, quality and safe service delivery outcomes on all services provided as appropriate.
- Adhering to community expectations, such as Clarendon being an equal opportunity employer.

### Ongoing Employment Requirement

All employees are required to obtain the following documentation prior to commencement and maintain the following throughout the employment period:

- Valid Australian Work Rights
- Valid National Police Records Check
- Valid Working with Children Check Victorian employer category
- Current Victorian Drivers Licence
- Apply First Aid including CPR (HLTAID003)
- Anaphylaxis Management Training (22300VIC or 10710NAT)

## child safe standards

Clarendon is a Child Safe School. We have a zero-tolerance stance towards all behaviours that may jeopardise this. We are committed to the protection of all children from all forms of abuse.

Clarendon is fully committed to the protection of children and young people during all school activities and environments both within and outside of school hours.

It is a requirement that all staff:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times.
- Ensure adherence to the school's Code of Conduct, Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.
- Undertake regular education activities in Child Safety.
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position, nor is it intended to be all inclusive. Therefore, the position may be required or requested to perform other work or duties in addition to or not specifically listed here. The school reserves the right to modify this position description from time-to-time in order to meet the operational requirements of the school.

## acknowledgement

**I acknowledge I have read, understood and agree to undertake the responsibilities and requirements detailed in this position description.**

Given the dynamic environment in which Ballarat Clarendon College operates, the Principal may alter the roles and responsibilities of the position at their discretion in order to most effectively serve the needs of the school.

Signed by the Employee: \_\_\_\_\_  
(Signature) (Name) (Date)

*As endorsed by*

Signed by the Manager: \_\_\_\_\_  
(Signature) (Name) (Date)