

## Position Description

<b>Position Title</b>	Classroom Teacher (ELC to Year 12)
<b>Work Area</b>	Teaching
<b>Location</b>	Ballarat
<b>Classification</b>	Levels 1 – 12 of the Ballarat & Clarendon College Enterprise Agreement 2016 - 2020
<b>Employment Type</b>	Full-time/Part-time
<p><b>Purpose of position</b></p> <p>To maximise every student’s 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 <i>heart’s desire</i>.</p>	
<p><b>Position environment</b></p> <p>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.</p>	
<p><b>Reporting relationships</b></p> <p>Head of Department/Team Head of School</p>	
<p><b>Principal Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Implementation of the Ballarat Clarendon College Teaching and Learning Framework as an individual as well as a functioning member of a Department/Team.</li> <li>• Implementation of the Ballarat Clarendon College Student Development Framework as an individual as well as a functioning member of a Department/Team.</li> <li>• Involvement in, contribution and commitment to professional learning.</li> <li>• Effective execution of professional responsibilities, including priorities, agreements and professional learning as directed by the Curriculum Committee and Heads of Subject.</li> <li>• Monitor the progress of all students by tracking details of student learning.</li> </ul>	

### **Professional Learning**

- Take responsibility for personal performance management and development, with the support of Heads of Departments, mentors and/or performance managers. The most significant professional learning is supported and conducted within department teams.
- Gather feedback from a variety of sources about teaching performance. Participate with student survey process and classroom observations as appropriate.
- Reflect critically on practice to improve the quality of teaching and learning.
- Participate collaboratively and actively in departmental learning teams to ensure knowledge of curriculum, instruction and assessment is relevant and current.
- Take responsibility for professional learning and development opportunities within and beyond the Clarendon learning community. This will include professional reading.

### **School Improvement**

- Develop capacity to write detailed curriculum documentation (Unit Plans and Lesson Plans – Wiggins & McTighe, Understanding by Design).
- Participate in the School Improvement Plan process designed to incrementally increase the effectiveness of teaching and learning.

### **Professional Responsibilities**

- Model a commitment to continuous improvement and life-long learning.
- Communicate appropriately with parents, students, staff, contractors and other persons associated with the school at all times.
- Represent Clarendon professionally at all times whilst positively working in line with the School's focus.
- Work proactively and collaboratively to ensure alignment with and understanding of the whole school plan.
- Attend and contribute to staff meetings, professional development activities, training programs and Chapel services. Participate in non-teaching training and development activities as required by the school.
- Undertake other teaching-related and organisational duties as determined by the Principal.
- Actively participate in additional teaching duties, including, but not limited to, supervising students in the yard, marshalling on sports days, participating in the co-curricular program.
- Participate in approved excursions that relate to the school curriculum. Attend camps and other outdoor education program activities as required.
- Attend formal presentation evenings and school-organised functions. Support additional school activities, such as sporting, performing and visual arts activities, fundraising events and other Clarendon community functions.
- Use the Student Development Pathway as a framework for supporting the most important aspects of student development: Identity, Relationships and Self-Management.
- Implement the School Classroom Expectations consistently.

### **Child Safety, Diversity, Community**

Classroom teachers are expected to:

- Provide a safe and secure learning environment.
- Maintain strict confidentiality regarding students where appropriate and in alignment with privacy legislation.
- Operate within the Ballarat Clarendon College policy framework and legislation/regulations with respect to duty of care.
- Treat all members of the Ballarat Clarendon College community with dignity and respect.
- Work within the limits of their professional expertise.
- Maintain professional objectivity in their relationships with students.
- Maintain a professional relationship with the students of Clarendon, whether at school or not.
- Embrace their professional, legal and moral obligation to report concerns relating to student safety and wellbeing.
- Respect and promote diversity within the Clarendon community.

### **General**

- Conform with and uphold all policies and procedures of Ballarat Clarendon College and take all reasonable care to ensure that any actions or omissions do not impact on the health and safety of others.
- Apply the basic knowledge expected of a professional position with respect to the principles of anti-discrimination and equal opportunity legislation and how they would apply in a workplace. Be able to describe the principles of equal opportunity and valuing diversity.

### **Special requirements:**

- Travel between campuses as required.
- If requested, provide Ballarat Clarendon College with an up-to-date police record check.