



MARY MACKILLOP PRIMARY SCHOOL

Address: 2 Ernst Wanke Road, Narre Warren North 3804

Phone: 8794 5777

Website: <http://www.marymacnarre.catholic.edu.au/>

Inspiring Hearts and Minds

ROLE DESCRIPTION

Position	Classroom Teacher
Term of Appointment	Fixed Term (parental leave) 2026
Responsible to	Leadership Team
Position of Leadership	N/A
Time Allocation	FTE 0.4 2 days per week (Thursday and Friday)
Criteria	• Accreditation to Teach in a Catholic School. • Commitment to Catholic Education. • Commitment to Child Safety and Wellbeing. • Demonstrated passion and knowledge of the Victorian Curriculum, VCAA Learning Progressions and <i>To Live In Christ Jesus</i> Religious Education Curriculum. • Current registration with the Victorian Institute of Teaching (VIT) and adhere to VIT Code of Conduct and Code of Ethics. • Evidence of COVID-19 vaccination status OR legal/medical exemption.
Accountability	Diocese of Sale Catholic Education Ltd. (DOSCEL)

The position of **Classroom Teacher** at Mary MacKillop Primary School is responsible for supporting the strategic direction as outlined in the school's Strategic Implementation Plan, Annual Improvement Plan and the duties outlined in this Role Description.

Purpose of Role

The Classroom Teacher shares in and gives direction to the educational and faith life of the School.

The Classroom Teacher strives towards:

- Every teacher an expert teacher
- An accelerated rate of progress is achieved for every student.

The Classroom Teacher shares in the responsibility for whole school positive behaviour support, parent/community relations, quality improvement and compliance processes and other duties as required.

Child Safety and Wellbeing

- Provide students with a child safe and welcoming learning environment.
- Comply with Child Safe Policies, Code of Conduct and Child Safe Standards.
- Proactively monitor and support student safety and wellbeing.
- Exercise pastoral care in a manner which reflects and upholds the school's values.
- Implement strategies that promote a healthy and positive learning environment.
- Demonstrate Duty of Care to all students in relation to physical and mental wellbeing.

Classroom Teacher

- Actively live out the Catholic ethos of the school.
- Actively support leadership initiatives, Diocese of Sale Catholic Education Limited (DOSCEL) initiatives and agreed school policy procedures and processes.
- Foster and model collaboration and teamwork.
- Focus on improving student learning outcomes and explore ways in which to do this effectively, including the facilitation of intervention support groups and effective use of ESO staff to target and support student learning and to achieve PLP/SAEP learning goals.
- Contribute to staff discussions on student learning in a positive and purposeful way.
- Promote knowledge and practice of The Victorian Curriculum, VCAA Learning Progressions and Diocese of Sale RE Curriculum – *To Live In Christ Jesus*.
- Plan, prepare and deliver quality and effective teaching and learning programs which are consistent with the AITSL Standards.
- Ensure planning, assessment, reporting, PLP and PSG documentation inform teaching and student learning outcomes.
- Develop a stimulating learning environment that is student centred and utilises evidence based practices to ensure targeted teaching and an accelerated rate of progress for every student.
- Assess students (diagnostic, formative and summative) for developmental, feedback and reporting purposes. Monitor and provide feedback on the progress of each student.
- Ensure planning, meeting and reporting schedules are adhered to.
- Ensure there is appropriate planning documentation and accountability as per agreed planning expectations and guidelines.
- Attend and participate in Curriculum, PLT, Level and Staff Meetings.
- Ensure all learning opportunities and initiatives effectively support the school's learning and teaching pedagogy and Diocesan Strategy.
- Model and promote active 'teacher research' by initiating own learning and sharing findings with both the level team and general staff.
- Model and promote reflective teaching practice to improve student learning. Be committed to regular on-going professional development.
- Model through word and action respectful, positive, professional and compassionate relationships with students and colleagues.
- Demonstrate effective communication and organisational skills.
- Undertake required roles determined by the needs within the school.
- Attendance at extra-curricular activities and school events.
- Maintain current registration with the Victorian Institute of Teaching (VIT) and adhere to VIT Code of Conduct and Code of Ethics.
- Evidence of COVID-19 vaccination status and/or legal/medical exemption.

General and Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with safe work practices, policies and procedures.
- Maintain currency of First Aid, Mandatory Reporting, Anaphylaxis training and other training as required.
- 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.