

Classroom teacher – job description

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct and Safeguarding Children Policy are available on the school's website.

At Cavendish Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our philosophy and values statement articulates a warm, friendly and caring environment that enhances and challenges learning, personal growth and well-being of students. The school has high expectations for staff and students and aims to create a stimulating and supportive environment for all its students to excel in their learning and personal growth.

Values

- All individuals are valued and treated with respect in a secure environment where students are able to fully develop their talents, interests and ambitions.
- We value our positive teaching and stimulating learning environment where students are challenged to extend and develop their academic, social, moral, and physical attributes.
- We value effort and positive contributions from students, staff and parents.
- We promote the professional growth of all staff and nurture leadership roles for all staff and students
- We value the culture and traditions of our rurality along with the inherent practice of pastoral care.
- We value our rural tradition of excellence

This will occur in a safe environment where they develop independence, self-discipline, resilience, acceptance of others and a sense of achievement.

Our school has a zero tolerance of child abuse.

Duties of a teacher include:

1. To teach classes effectively and to develop student engagement in their learning.
2. To coach / mentor other staff
3. To participate in ongoing professional development.
4. To undertake other duties as specified by the principal.

Teachers at the Cavendish Primary School should:

1. demonstrate a high level of knowledge in the specialist teaching area, student learning processes and resources and apply them by implementing programs that enhance student learning.
2. demonstrate high-quality classroom teaching skills and practices and successfully employ flexible, adaptive and constructive strategies to allow students to reach their full potential.
3. work as an effective team member.
4. respond effectively to emerging educational initiatives and priorities.
5. keep appropriate records of student assessment and communicate these to students, parents and other teachers by preparing formal written reports twice per year and interim and other reports as required.
6. use appropriate data to inform their teacher including: pre-testing, previous reports, discussion with other teachers, On-Demand testing, literacy & numeracy testing

7. demonstrate high-level communication skills and professional behaviour when interacting with parents or guardians, students and colleagues, e.g., during Parent Teacher Interviews
8. plan and deliver lessons using the Cavendish Primary School Agreed Instructional Model
9. be aware of and work towards achieving the goals and targets stated in the school's Annual Implementation Plan and Strategic Plan.
10. ensure an appropriate behaviour management strategy plan is developed and maintained within all classes so that all participants are safe in their learning and teaching.
11. use ICT appropriately to ensure teaching and learning are effective and efficient.
12. maintain a student roll and ensure absence notes are collected and stored.
13. be involved in various extra-curricular activities as negotiated by the principal.
14. be aware of all school policies and protocols to ensure efficient and effective daily work practices.
15. be aware of and work towards achieving the VIT standards of teaching.
16. model the school's values: aim high, show respect, be trustworthy, have integrity, show responsibility and be understanding
17. dress appropriately
18. not use a mobile phone in class time

Classroom teachers will be required to negotiate with the Principal the goals and targets related to the position.

Classroom teachers will be required to prepare and have a successful annual review.

Expectations for a Classroom Teacher at Cavendish Primary School

The following is a list of minimum expectations of a classroom teacher at Cavendish Primary School.

General

- Demonstrate a high level of knowledge in the specialist teaching area, student learning processes and resources and apply them by implementing programs that enhance student learning.
- Demonstrate high-quality classroom teaching skills and practices and successfully employ flexible, adaptive and constructive strategies to allow students to reach their full potential. These include Vic Curriculum F-10 and differentiated learning initiatives.
- Use appropriate data to inform your teacher including: pre- and post-testing, previous reports, discussion with other teachers, On-Demand testing, literacy & numeracy testing, etc.
- Be well prepared for every class.
- Use ICT appropriately to ensure teaching and learning are effective and efficient.
- Model the school's values: aim high, show respect, be trustworthy, have integrity, show responsibility and be understanding

Record Keeping

- Maintain a student roll for every class.
- Maintain a comprehensive record of all student assessments and communicate these to students, parents and other teachers by preparing formal written reports twice per year and interim and other reports as required.
- Encourage students to use their diary to highlight their homework and due dates.

Student Engagement and Behaviour

- **In general, student behaviour and misbehaviour should be dealt with by the classroom teacher.**
- Ensure an appropriate behaviour management strategy plan is developed and maintained within all classes so that all participants are safe in their learning and teaching.
- At times, home group teachers and the principal may be involved if necessary to ensure all students are engaged in learning. If some students are hindering the learning of others please correct it immediately.
- **It is not OK to ignore misbehaviour, non-compliance, rudeness and/or disengagement.**
- Insist that all students are wearing the appropriate school uniform.

Student Performance

Each classroom teacher **must** ensure that **student performance** is **very closely monitored** and **comprehensive student records maintained**. If a student is not submitting work then the principal and parents must be informed. We need to ensure that parents are an integral part of the students' learning and performance.

At the end of each class

Remind students that chairs must be tucked in after the last class in that room each day, all rubbish should be placed into the bins and monitor's duties completed.

Teachers should ensure this is completed at the end of each day.

Communication with Parents

It is always good to have **free and open communication** with parents on a **formal** basis. Please involve parents in their student's learning should you believe it necessary. It is also a good idea to keep the principal informed.

This policy was last ratified at a staff meeting on....

August 2020



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.