



SOPHIA
MUNDI

Steiner Education and IB World School

Position Description Classroom Teacher

This Position Description provides guidance for employees on typical duties and expectations. It is not intended to be an exhaustive list of the duties. This position description and its associated scope of duties is subject to review and modification by the principal, in response to the changes in legislation, regulations, the strategic direction of the school.

Key Objectives

It is the expectation of Sophia Mundi Steiner School (SMSS) that our teachers are aspiring towards improvement and continual learning in their professional practice. To this end SMSS teachers are knowledgeable and skilled educators who possess in-depth knowledge of their subjects, have a wide range of effective pedagogical practices to engage all learners, and are skilled at assessing teaching and learning using a wide set of evidence.

Relevant Award

Educational Services (Teachers) Award (MA00077) 2020 – or its replacement.
National Employment Standards Version C2023C00054 or its replacement.

Hours of Work

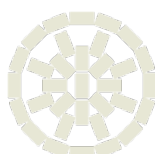
Teachers can be casual, part time, or full time. The determination of the hours of work and classification of casual, part time or full time in this position description take into account the Teachers Award. Full time equivalency is determined using a calculation based on the total amount of contact time with students for instruction averaged over a full school year. The remaining allocation of time throughout the year is used for additional duties and duties other than teaching.

The ordinary hours of work for a teacher are 38 hours per week. Full time teachers are expected to be in attendance for the full school day during term time. During term weeks, part time teachers are expected to be onsite at least 30 minutes before and after the commencement of classes.

From time-to-time teaching staff may be required to engage in or attend out of ordinary hours work such as camps, festivals, concerts, meetings etc.

Role Reporting

- This position reports to the Principal or their nominee.
- This position supervises students.
- Work with classroom aides and assistants is collaborative and cooperative.



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Scope of Work

Teachers at SMSS are informed by the Victorian Institutes of Teachers' code of conduct and ethics. SMSS teachers are expected to achieve and maintain full VIT registration. The Australian Professional Standards for Teachers (APST) largely outline the minimum scope and expectations of teaching staff. In addition to the conditions of employment specified in your contract main duties include, but are not limited to, the following:

Main Duties

- Know students and how they learn.
 - Inclusively plan and implement learning that incorporates diverse linguistic, cultural backgrounds including Aboriginal and Torres Strait islander perspectives.
 - Employ differentiated teaching to meet the specific needs of students and groups of students.
 - Understand and design learning using a developmental model of progression.
- Know the content and how to teach it.
 - Have an in-depth knowledge of the core concepts of their subject and how to teach them.
 - Sequence topics and concepts and set learning goals for the diverse range of students they are teaching.
 - Incorporate general capabilities and other capacities as part of their core teaching practice.
- Plan for and implement effective teaching and learning.
 - Plan for and implement effective teaching and learning using the ACARA approved National Steiner Curriculum framework whenever possible.
 - Implement a cyclical approach to teaching and learning that uses evidence of student progress to evaluate your own teaching and determine the best next steps for student learning.
 - Ensures a balanced approach to incorporating academic subject specific learning and general capabilities and identified capacities.
- Create and maintain supportive and safe learning environments.
 - Create and maintain a positive and safe learning environment that encourages student learning and exploration while managing student behaviour.
 - Incorporate wellbeing of students into the design and implementation of learning and employ practical strategies to support individual wellbeing and safety.
- Assess, provide feedback, and report student learning.
 - Regularly assess students for progress against the standards using evidence.
 - Provide instructional feedback to students.
 - Regularly report on student progress meeting required timelines.
- Engage in professional learning.
 - In concert with school management, identify and plan a personal professional development strategy based on the needs and strategic direction of the school and/or the APST framework.
 - Ensure compliance with school and regulatory/ legislative requirements are understood and implemented in your practices.

- Engage professionally with colleagues, parents/carers, and the community.
 - Regularly maintain the notes and other records required for effective management of teaching and learning.
 - Work closely and collaboratively with school management and colleagues.
 - Attend and contribute positively to workings of the faculty.
 - Attend parent and staff meetings as required.
- Participate as required in other duties reasonably requested by the school, including camps, excursions, performances, fairs, festivals, and open days.

Qualification, Requirements, Skills and Experience

- Qualification and Requirements for a teaching position at Sophia Mundi include:
 - Full VIT registration
 - Relevant suitable tertiary qualifications
 - Evidence of the certification in Mandatory Reporting
 - Evidence of the right to work in Australia.
 - First Aid certification.
- Skills and experiences include:
 - Experience in whole class teaching
 - Demonstrated ability to create and implement engaging lessons.
 - Excellent written and verbal communication skills
 - Experience using and Competency with ICT including Learning management systems and Microsoft office.
 - Strong organisational skills
 - Self-motivation
- Highly desirable qualities include:
 - Steiner training and/or knowledge
 - Capacity to engage positively with the school community and culture.

Child Safety Expectations

Everyone at Sophia Mundi Steiner School is well informed about the Child Safe Standards and their obligations under them. All staff are expected to be familiar with the School's Child Safety Policy and procedures.

Further Obligations

Other duties may be requested by the Principal or members of school management/ leadership.

I have read and acknowledge the contents of the above as forming my part of my duties at Sophia Mundi Steiner School.

Name: _____

Signature: _____

Date: _____

