

- develop an understanding and respect for students, staff and parents
- be sensitive to students' needs and the way they interact with others
- be aware of and actively implement the Restorative Practices approach to conflict resolution
- demonstrate appropriate professional behaviour
- exercise confidentiality, extreme discretion and respect in dealing with or discussing individuals
- actively engage in professional learning
- draw on and share the body of knowledge about learning and contemporary research into learning and teaching to support their practice
- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- provide an explicit learning environment that engages and challenges students
- understand and fulfil legal responsibilities and share responsibility for the integrity of the profession
- use knowledge of students, content and pedagogy to establish clear, achievable and targeted learning goals for and assessment of students
- plan collaboratively for the use of a range of activities, resources and materials to provide meaningful learning opportunities for all students
- monitor student engagement in learning and maintain records of their learning progress
- use contemporary learning tools to engage students and staff in their learning
- regularly reflect on and critically evaluate own professional knowledge and the effectiveness of own teaching and commit to the school's feedback culture and practices
- work effectively with other professionals, parents and members of the broader community to provide effective and high quality learning for students
- be familiar with and abide by school policies
- be available for before and after school meetings as required
- undertake even share of outside yard duties
- maintain attendance rolls and other day to day organisational documentation
- arrive at school by 8.30am at the latest and be in attendance until 3.30pm on non-meeting days
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the church community in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school and other CECV policies
- understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV
- be registered by the Victorian Institute of Teaching

SCHOOL OFFICER

The school officer promotes harmony and a Christian spirit through tactful, friendly dealings with colleagues, parents, students and visitors, and facilitates school organisation and administrative procedures.

The role and responsibility of the School Office is to:

Financial

- manage all aspects of school banking accounts
- assist the school accountant or Business manager in managing the school budget and annual audit requirements
- maintain up to date class and department budgets and distribute to appropriate staff
- complete monthly Business Activity Statements (BAS) and Instalment Activity Statement
- manage the correct payment of staff salaries

Office Management

- maintain accurate bookkeeping records
- prepare and publish fortnightly newsletter
- communicate with parents as required
- manage enrolment and transition procedures
- maintain student records
- complete various DEEWR and MACS Census and Survey procedures
- maintain school office supplies including ordering
- maintain up to date filing and archiving procedures

- update the school website and school information sign as a viable form of communication between school and community

Reception

- welcome all visitors and follow procedures as outlined in St Michael's School Visitors Policy
- answer the telephones
- make appointments for the Principal in consultation with the Principal.
- post all mail

EDUCATION SUPPORT EMPLOYEE

The role and responsibility of the ESE is to:

- provide integration support to students funded through Nationally Consistent Collection of Data (NCCD) & Learning Diversity
- work under the direction of the Learning Diversity Leader in collaboration with the classroom teacher, visiting teacher service and MACS student services
- support other students in the class at the request of the Principal, classroom teacher or Learning Diversity Leader
- assist the Learning Diversity Leader in the gathering and recording of data
- attend Programme Support Group (PSG) meetings once a term as requested
- attend Professional learning days as requested
- give input to Individual Education Programs with the classroom teacher and LDL
- undertake outside yard duty in a support role, in line with their level of employment

LIBRARY TECHNICIAN

(None in 2024)

The role and responsibility of the library technician is to:

- provide support to staff and students in terms of locating and gathering resources
- catalogue, cover and maintain library resources at the direction of the Principal
- work under the direction of the Principal in collaboration with the classroom teachers
- attend Professional Learning Days as requested
- order and attend to care, upkeep and security of all library items

PHYSICAL EDUCATION/SPORT TEACHER

In conjunction with the Specialist role and responsibility, the role and responsibility of the PE teacher is to:

- implement a sequential PE program
- teach the PE program according to the Victorian Curriculum
- oversee the PE budget
- support the Five/Six level school's coordination of participation in Inter-School, Zone and Regional competition
- organise systematic assessment of students' PE skill development in line with the Victorian curriculum
- organise sports clinics, Annual School Sports, Swimming Lessons
- promote PE in the school
- meet with the Principal regularly to discuss the PE program being delivered

PERFORMING ARTS TEACHER

In conjunction with the Specialist role and responsibility, the role and responsibility of the Performing Arts teacher is expected to:

- implement a sequential Performing Arts program
- teach dance, drama, music and media art according to Victorian Curriculum
- oversee the Performing Arts budget
- organise systematic assessment of Performing Arts skill development in line with the Victorian Curriculum