

## Position Information Document:

# Teacher

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## Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

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## Broad purpose

- Work collaboratively with colleagues, the Marist community, parents/caregivers and other personnel to facilitate learning by students and engage in educational professional development.

## Key working relationships

- Marist Community, School Leaders, School Staff, Students, Parents and Caregivers.

## Description of position

- The teacher is responsible to the Principal directly, and/or through the Head of Campus and relevant Person(s) of Responsibility (PORs) and responsible for:
  - The development and implementation of the designated areas of the curriculum;
  - The management and pastoral care of students;
  - The students, ‘fellow employees’ and their health, safety and welfare;
  - The maintenance of facilities and equipment that are designated or utilised.

## Specific requirements

- Homeroom duties;
- Other duties – such as attending staff meetings, yard duties, curriculum extension activities, relief lessons and any other required duties as required from time to time by the Principal.

## Key areas of work

- Apply curriculum knowledge and teaching methods which facilitate successful learning;
- Respond to learners needs and develop and maintain working relationships;
- Provide a balanced and challenging program relevant to the needs of the students;
- Assess, record and report learner achievement;
- Establish structures and processes to achieve a productive learning environment;
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment;
- Ensure that confidential information is handled appropriately;
- Carry out other non-instructional responsibilities which are part of the teachers role – such as:
  - Support and adhere to school and SACCS policies and relevant government legislation;
  - Carry out routine tasks including record keeping, surveys and distribution of materials;
  - Meet yard duty requirements;

- Exercise a duty of care; and
- Improve skills, knowledge and performance through professional development and performance appraisals.
- Perform any other duties as required from time to time by the Principal;
- Support the ethos of Sacred Heart College in the Catholic Marist tradition.

### Professional responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools;
- Have a commitment to uphold and contribute to the ethos of Sacred Heart College in the Catholic Marist tradition;
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures;
- Complete administrative tasks accurately and on time including record keeping;
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher;
- Appropriately assist students who are hurt, sick or in distress;
- Meet and teach students at designated locations and times;
- Develop and maintain effective professional partnerships with other staff;
- Undertake supervision duties, including yard duty, diligently;
- Attend staff meetings, parent teacher interviews and other co-curricular activities;
- Accept delegated responsibilities.

### Content of teaching and learning

- Plan a comprehensive learning program;
- Address students' varying intellectual, emotional and physical abilities in teaching practice;
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success;
- Know and understand a range of learning methodologies and technologies and their application to the classroom;
- Demonstrate best practice in teaching and learning;
- Apply prior learning to changes that happen from time to time in teaching and learning practice.

### Classroom management and behaviour education

- Establish positive and effective relationships with students;
- Establish and maintain a task oriented learning environment;
- Set and adhere to timelines for completion of work;
- Negotiate and implement consequences if expectations are not adhered to;
- Work with students to create an attractive welcoming classroom environment;
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities;
- Apply behaviour management skills consistently and in line with school policy;
- Respond appropriately to student behaviour;

- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

### Assessment and reporting of student learning

- Maintain accurate and comprehensive records of student progress and achievement;
- Use a variety of assessment and reporting methods to regularly monitor learning process;
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students;
- Provide students with positive feedback on performance that reinforces student achievement and focuses in improvement;
- Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school;
- Modify assessment of students with special provision entitlements.

### Interaction with the school and broader community

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others;
- Work effectively as a member of a school team in a range of school activities;
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.

### Workplace health and safety

Workers have a responsibility to:

- Take reasonable care for their own health and safety
- Take reasonable care to not adversely affect another person at work through acts or omissions
- Follow reasonable instructions given to ensure health and safety, and
- Co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety;
- Participate in training programmes as requested;
- Report unsafe/unhealthy conditions (hazards) in their work environment;
- Report incidents or near misses which have or could have caused injury, and;
- Become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

### Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

## Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

## Acquire and maintain

The employee must acquire and maintain:

- Current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- Current police clearance – with no financial convictions or disqualifications;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role.
  - Teachers Registration
  - Teacher Accreditation in Catholic Education SA

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## References

- Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.