



SACRED HEART COLLEGE
TEACHER
Position Information Document

CONTEXT

Sacred Heart College is a Catholic College in the Marist tradition. "A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its 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, p.49).

Name:	To be appointed
Position Title:	Teacher
Employment:	Replacement (3 positions)
Commencement Date:	1 February 2018
Full Time/Part-time:	(1) Middle School – Numeracy/Science/RE 1.00 FTE (2) Senior School – Maths/Biology 1.00 FTE (3) Senior School – Food & Hospitality 0.64 FTE

KEY WORKING RELATIONSHIPS

- Marist Community, School Leaders, School Staff, Students, Parents / Care Givers

BROAD PURPOSE

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

DESCRIPTION OF POSITION

The teacher is responsible to the Principal directly, and/or through the Head of School and relevant Person/s of Responsibility (PORs) and responsible for:

- For the development and implementation of the designated areas of the curriculum
- For the management and pastoral care of students
- For the students'; fellow employees' and his/her health, safety and welfare
- For the maintenance of facilities and equipment that are designated or utilised

SPECIFIC REQUIREMENTS

- Homeroom Duties

ACQUIRE AND MAINTAIN

Approved Mandatory Notification training

- First Aid training
- Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Perform any other 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 – eg support and adhere to school and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals
- Other duties as determined 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 on improvement
- Provide parents 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 or guardians 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

WORK HEALTH AND SAFETY (WHS)

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

SIGNED (Principal or Delegate)..... Date

SIGNED (Employee) Date

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.