



# ST LAURENCE'S COLLEGE

*A Catholic College for boys in the Edmund Rice tradition*

## **SECONDARY TEACHER Position Description**

A Secondary Teacher is appointed by the Principal and operates within the parameters for a Catholic School in the Edmund Rice tradition as established by Edmund Rice Education Australia (EREA).

### **1. POSITION PURPOSE**

The role of the Secondary Teacher is to provide quality education and care for students through commitment to the mission and ethos of the College, professional practice, professional engagement and professional learning.

The Secondary Teacher will comply with all EREA and College Policies and ensure that the College Mission is supported.

### **2. POSITION REQUIREMENTS**

- Openly supports the Christian values of the College
- Wears Photo Identification Card when on duty
- Implements College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Current QCT Teacher Registration
- Meet the requirements of the Selection Criteria on page 4 of this document.

### **3. POSITION RESPONSIBILITIES**

#### **Key Responsibility 1: Mission/Ethos**

Have an understanding of, commitment to, and support for the mission and ethos of a Catholic school in the Edmund Rice tradition.

#### **Duties**

- Support the sacramental, liturgical, ritual and prayer life of the College
- Ensure that the teachings, values and practices of the Catholic Church form a foundation for learning and teaching
- Establish positive relationships with members of the College community, including engaging in the pastoral care of students and supporting their spiritual and moral development
- Engage with and support the implementation of the Charter for Catholic Schools in the Edmund Rice tradition within the College
- Engage in formation experiences that enhance personal spiritual development.

### **Key Responsibility 2: Professional Practice**

Demonstrate, develop and maintain both effective practices in learning and teaching and positive relationships with students and colleagues.

#### **Duties**

- Create a nurturing and ordered learning environment which is learner centered, supportive, cooperative and aligned with relevant curriculum policies, documents and practices
- Collaboratively develop and implement quality curriculum programs and appropriate pedagogy; evaluate their effectiveness; assess and report student progress; and report these to students, parents and the community
- Implementing effective, adaptive, inclusive and equitable practices and teaching strategies
- Proactively and collaboratively engage in professional renewal practices to enhance student outcomes
- Work collaboratively with the College Leadership Team and other staff members in contributing to the professional life of the school
- Provide effective supervision of students.

### **Key Responsibility 3: Professional Relationships**

Foster and develop appropriate professional relationships with parents, carers and the wider College community.

#### **Duties**

- Value and support the distinctive role of parents and carers as partners in the learning and teaching process
- Encourage and support the involvement of the College and students in the life of the Church
- Engage the wider community, where appropriate, in learning and teaching programs
- Support, as appropriate, the involvement of the College in special events and celebrations.

### **Key Responsibility 4: Professional Learning**

Commit to maintain currency of professional knowledge and skills, and participate in the school renewal processes.

#### **Duties**

- Maintain and demonstrate knowledge of relevant contemporary pedagogy
- Maintain a high level of academic knowledge relevant to their teaching areas
- Regularly engage in collaborative processes through which they share knowledge of key learning areas, subjects and pedagogical approaches with colleagues
- Regularly engage in formation experiences to maintain currency for teaching in a Catholic School and teaching Religion in a Catholic School (as appropriate).

### **Key Responsibility 5: Other**

- Undertake the responsibilities of the position while at the same time following the College's policies and procedures, Equal Opportunity and Anti-Discrimination legislation and requirements, as well as Occupational Health & Safety legislation and best practice
- Carry out all other duties and/or tasks as directed from time to time by the Head of Middle School, Head of Senior School, Deputy Principal and/or Principal.

#### **4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY**

This position reports to the Head of Middle School (Years 7-9) and/or Head of Senior School (Years 10-12), but is responsible to the Principal.

#### **5. COMMITTEE MEMBERSHIP**

- Attendance at weekly Staff Briefings
- Attendance at Monday afternoon Teacher Staff Meetings
- Professional Development during Student Free Weeks
- Attendance or membership at any other Committee, as directed by the Head of Middle School and/or Head of Senior School.

#### **6. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES**

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith. All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

#### **7. GENERAL TERMS OF APPOINTMENT**

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
- An appropriate teaching load as required by the Principal.

#### **8. REMUNERATION**

**Classification Level:** As per the Teachers Award Pay Scale  
*Catholic Employing Authorities Single Enterprise Collective Agreement  
– Religious Institute Schools of Queensland 2015-2019*

**Tenure:** Permanent, full-time / Contract

**Terms & Conditions:** Please refer to letter of appointment.

## **SELECTION CRITERIA**

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

### **Selection Criterion 1 - Teaching Qualifications**

- Must be a registered teacher in Queensland or be able to gain Queensland Teacher Registration.
- Teaching experience in Secondary (Years 7 -12).

### **Selection Criterion 2 – Administration Skills**

- The ability to provide a positive and stimulating teaching and learning environment with a focus on evidence based practice to improve student learning outcomes
- The ability to lead and design quality, age appropriate and inclusive teaching and learning programs informed by learning analytics, curriculum knowledge and student welfare
- Educational leadership skills to build the capacity and improve the performance of individuals and teams in a changing educational environment
- Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.

### **Selection Criterion 3 – Technical Skills**

- Demonstrated strong computer skills in all Microsoft applications
- Demonstrated ability to provide effective practices in learning and teaching, including the integration of ICTs
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students
- Assessment and reporting practices – ability to provide constructive advice to parents
- Classroom management
- Assist student teachers in the development of their teaching skills.

### **Selection Criterion 4 – Communication Skills**

- Well-developed communication and interpersonal skills with the capacity to build relationships and engage students, staff and parents
- Ability to implement processes, structures, resources and documentation to ensure staff are informed and equipped to provide quality learning and teaching
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment
- Willingness to support the College's co-curricular program.

### **Selection Criterion 5 – Christian Ethos**

- A personal commitment to the Mission and ethos of the College.

## **APPLICATION PROCESS**

### **Applications should contain the following:**

1. Covering letter addressing your reasons for the application;
2. Response to the selection criteria on page 4; and
3. Current Curriculum Vitae.

**Note:** All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

### **Applications should be forwarded via email to:**

Mr Chris Leadbetter  
The Principal  
St Laurence's College  
Email: [employment@slc.qld.edu.au](mailto:employment@slc.qld.edu.au)

### **Enquiries may be directed to:**

Ms Lorraine Kopp  
Director of Human Resources  
Ph: 07 3010 1165  
Email: [lkopp@slc.qld.edu.au](mailto:lkopp@slc.qld.edu.au)

***Applications close: 9am, Tuesday 23 April 2019.***

UPDATED/REVIEWED: 19/10/2018