



Created: September 2016

EARLY YEARS TEACHER

The Early Years Teacher works collaboratively with the Primary Years team under the immediate direction of The Head of Primary. Responsibilities and teaching standards are aligned with the National Professional Standards commensurate with that of a proficient teacher.

St Paul's College is a welcoming and diverse community of families and teachers who guide young boys as they grow into compassionate, respectful and faith filled young men. As a Catholic school, our education is based on Gospel values that place an emphasis on the spiritual dimension of students' lives and their faith development. St Paul's College is a member of Edmund Rice Education Australia (EREA); a body of over 50 Australian schools, entities and offices offering Catholic education in the tradition of Blessed Edmund Rice. We subscribe to the EREA's endeavours to promote quality Catholic Education through leadership, service and co-responsibility. We believe in the inestimable worth of every human individual, for each is made in the image of God and is a reflection of God's goodness.

PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Edmund Rice Education Australia Code of Conduct and AITSL Teaching Standards
- Have a commitment to uphold and contribute to the ethos of Catholic Schools
- Have a commitment to uphold and contribute to the ethos of St Paul's College
- 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
- Be able to develop positive and productive relationships with students, parents, guardians and caregivers
- Participate in professional development activities that lead to improved student outcomes and strengthen the professionalism of the teacher
- Maintain currency of all mandatory WHS certification
- Hold a current First Aid Certificate and 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 school staff meetings, parent teacher interviews and other co-curricular activities
- Accept delegated responsibilities.

TEACHING AND LEARNING

- Plan a comprehensive learning program that adheres to National Curriculum requirements
- 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
- Have experience in play-based learning and investigations
- Demonstrate the ability to differentiate the curriculum
- Work collaboratively with the Teaching & Learning Coordinator – Inclusive Education to case manage students with identified learning needs
- 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
- Promote excellence in student academic performance, according to student ability
- Develop opportunities to celebrate students achieving above their set goals
- Use SEQTA to program detailed lessons.

CLASSROOM AND BEHAVIOUR MANAGEMENT

- Create a safe, welcoming and task oriented learning environment that stimulates learning and promotes positive behaviours
- Resolve behaviour matters using the principles of Restorative Practice
- Work collaboratively with the Head of Primary and Head of Student Development to resolve prolonged unusual or inappropriate behaviour by students
- Establish positive and effective relationships with students
- Set and adhere to timelines for completion of work
- Negotiate and implement consequences if expectations are not adhered to
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities consistently maintain behavioural expectations
- Apply effective consequences and strategies to assist students whose choices impact on teaching and learning
- Use SEQTA to log and communicate positive and negative behaviours to relevant staff and to parents.

ASSESSMENT AND REPORTING OF STUDENT LEARNING

- Work collaboratively with the Head of Teaching and Learning and Head of Primary in maintaining accurate and comprehensive data 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 all students
- Provide students with constructive feedback on performances 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
- Use existing data to prepare class analysis / profile of students
- Use existing data to inform the planning and implementation of quality programs
- Use SEQTA mark book to maintain assessment data
- Work collaboratively with colleagues to ensure that reporting deadlines are met.

INTERACTION WITH THE SCHOOL AND BROADER COMMUNITY

- Demonstrate effective communication skills with students, colleagues, parents and guardians
- 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.

SPECIFIC REQUIREMENTS

- Approved Responding to Abuse & Neglect: Education and Care training 2015 – 2018
- First Aid Certificate
- Registration as a teacher with the SA Teachers Registration Board
- Accreditation to teach in a Catholic School in SA.

WORK HEALTH & SAFETY RESPONSIBILITIES

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the Employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Employee: _____ Principal: _____
(PLEASE PRINT) (PLEASE PRINT)

Signature: _____ Signature: _____

Date: _____ Date: _____