

Position Information Document

Teacher

Position Details

Position Title Teacher

Key Working Relationships Principal and School Leaders
School Staff
Students
Parents/Families/Caregivers

Broad Purpose Work collaboratively with colleagues, families and the wider education community to facilitate learning by students and engage in educational reform.

Position Description The teacher is directly responsible to the Principal and through the Deputy Principals for:

- the teaching of allocated subject areas to designated groups of students
- ensuring the health and safety of students and fellow employees
- maintaining any place or equipment designated or chosen for specific activities or associated with the role.

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement

Work Health and Safety

WHS duties as required, particularly for evacuation drills. 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.

ROLE SPECIFICATIONS

Key Responsibilities

The teacher will:

- apply curriculum knowledge and teaching methods which facilitate successful learning
- respond to students' needs
- develop and maintain working relationships
- provide a balanced and challenging program relevant to the needs of the students
- assess, record and report students' 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 managed 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
- support and represent the ethos of St Aloysius College.

Professional Responsibilities

- Lead a team of teachers and education support officers (if relevant) to achieve best practice in the designated leadership role
- Complete administrative tasks, including record keeping accurately and on time
- Participate in professional development activities which lead to improved student outcomes and strengthen teacher professionalism
- Develop and maintain effective professional partnerships with other staff
- Appropriately assist students who are hurt, sick or in distress
- Meet and teach students at designated locations and times
- Operate in accordance with the Charter for Staff in Catholic Schools SA
- 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 Aloysius 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
- Undertake supervision duties diligently, including yard duty
- Attend staff meetings, parent-teacher-student learning reviews 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 followed

- Arrange student furniture to suit the learning activity
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and order
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Behaviour Education and Personal Responsibility Policy (2010)
- Apply behaviour management skills in line with school policy
- Respond appropriately to student behaviour
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Consistently maintain behavioural expectations
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

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

PERSON SPECIFICATIONS

Skills

- 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 partnership with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Proficient computing and administration skills
- Effective time management skills
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of and commitment to the principles of equal opportunity
- Knowledge of responsibilities of the process of Responding to Abuse and Neglect (RAN)
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety legislation

Experience/Qualifications/Training

- Current Certificate of Teacher Registration from the Teachers Registration Board of South Australia
- Current Basic First Aid Certificate
- Current Responding to Abuse and Neglect Certificate (RAN)
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)