



ST. JOSEPH'S COLLEGE



Role Description & Duty Statement

SUBJECT TEACHER

OVERVIEW

All staff members of St Joseph's College are expected to uphold the Kildare Ministries and Brigidine Catholic Core Values, apply these to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto "*Strength and Kindliness*" comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

The core values that will inform how College staff members will work together and lead the school community are:

Brigidine	Kildare Ministries	Diocese of Sandhurst Charter of School Improvement
Be faithful to our Catholic heritage	Courage	Faithful
Welcome all people especially the most vulnerable	Hospitality	Inclusive
Celebrate all that is good with joy and gratitude	Wonder	Sacramental
Engender a love of learning, hope and a sense of purpose	Hope	Life Giving
Imagine and practice justice and service	Compassion, Justice	Just

Subject teachers are inspirational people, who plan for and implement programs to encourage and support students to learn and to grow in the various subject disciplines. Subject teachers are accountable in their practice to their Learning Leader, the Assistant to the Principal: Teaching and Learning, their students, parents/guardians and the Principal.

PROFESSIONAL RESPONSIBILITIES AS A TEACHER AT ST JOSEPH'S COLLEGE:

- Be respectful of the spiritual and social values of St Joseph's College.
- Be accredited members of the Victorian Institute of Teaching and enact their obligations to maintain membership.
- Meet the professional responsibilities of teaching in Victoria, including adherence to the AusVELS, VCE, VCAL and/or VETiS requirements.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Adhere to all College Policies and Procedures.

Learning and Teaching

- Have an exemplary understanding of their subject matter and, utilising 'Understanding By Design' prepare a differentiated curriculum that is engaging and challenging for all students.
- Ensure that students receive regular formative feedback about the progress of their learning.
- Ensure that students receive summative feedback in a timely manner as per the agreed curriculum, under the College's assessment and reporting procedures.
- Utilise the school's ICT systems to develop student engagement in learning and digital literacy skills.
- Utilise the skills of other professionals to assist in the development and pastoral care of students (eg. Learning Enhancement Leader, Social Worker, House Leaders and/or Learning Leaders)
- Attend to the designated needs of those students with Individual Learning Plans.
- Utilise and integrate the 'Habits of Mind' to develop students' independent and interdependent learning skills.

Professional Learning

- Attend to the continual development of their pedagogical and teaching skills for the improvement of student achievement.
- Attend scheduled meetings and contribute to professional learning. • Work positively and cooperatively in designated and ad hoc teams to develop curriculum and other learning opportunities for students.
- Establish Professional Learning Goals and report on progress towards these as required.

Pastoral Wellbeing

- Where necessary, utilise agreed Behaviour Management Procedures.
- Strive to create a positive and productive learning environment, and a solid working relationship with all students.
- Contribute to the life of the College by participating in College functions and events.
- Other duties as directed by the Principal.

KEY SELECTION CRITERIA

Catholic Identity

- Demonstrate an understanding of and desire to, actively support the Brigidine Core Values, the College Mission, and the Catholic ethos of the College.
- Having Religious Education as a teaching method is desirable.
- Will engage in professional development activities focused on the Brigidine Core Values, the College Mission, and the Catholic Ethos of the College

Learning and Teaching

- Able to plan for and implement rigorous and engaging units of work using a model of Differentiated Curriculum, where regular feedback is provided for students and where ICT is used to enhance student learning.
- Display a commitment to team work.
- Be passionate about education and demonstrate a willingness to adopt and evaluate the effectiveness of classroom strategies that reflect contemporary educational theory and practice.
- Seek to be actively involved in curriculum development to ensure that programs are developed to meet the changing needs of students and the community.

Professional Learning

- Demonstrate a passion for learning and willingness engage in life-long learning.
- Display commitment to the articulated pedagogical methods within the school and be prepared to engage in professional development in areas of innovation and/or where one's professional experience or skills are not sufficiently developed.
- Can articulate areas for professional growth and source appropriate resources to attend to these needs.
- Has a sense of own strengths as an educator and a willingness to share personal professional expertise with peers.

Pastoral Wellbeing

- Be actively involved in the provision of high quality pastoral care.
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with people with of various ability and background.
- Seek to be actively involved in the provision of co-curricular activities and express a keen desire to continue to participate in this provision.
- Show the capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation.

Risk & Occupational Health & Safety

All College staff members will comply with legislated occupational health and safety practices and participate in consultative processes observe safe work practices in accordance with training and instruction given identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task, reputational or person specific or related to safety.) promote and implement occupational health and safety and risk mitigation processes within the College.

Child Safety

All College staff members will commit to the College Principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

POSITION:	LEARNING AND TEACHING TEACHER	
REMUNERATION SCALE:	LEVEL / SUBDIVISION / CATEGORY – <i>to be negotiated by experience</i>	SALARY BY NEGOTIATION
FULL TIME EQUIVALENT:	1.0 FTE	HOURS OF ATTENDANCE BY NEGOTIATION
REPORTS TO:	PRINCIPAL COLLEGE LEADERS	

KEY COMMUNICATION		
INTERNAL	COMMITTEES	EXTERNAL
Principal	Staff Meeting	Parents / Guardians
College Leaders	Pastoral Care Meeting	Psychologists in the area

Background & Qualifications	Knowledge and understanding of administrative practices and processes and experience in an educational setting.
Expectations of staff in Child Safe school	<p>St Joseph's College Echuca is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of your employment that you be a person suitable to work with children. St Joseph's College Echuca has a Child Safety Code of Conduct and a Child Protection and Safety Policy. As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time.</p> <p>The CECV Commitment Statement to Child Safety - This document outlines the system-wide commitment to providing a safe and nurturing culture for all children and young people in Victorian Catholic schools.</p>
Other Requirements	Current First Aid Certificate Valid Working with Children Card
Contract & Conditions	<p>Contract: Ongoing</p> <p>Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2013 (VCEMEA 2013) or subsequent agreements.</p>

AUTHORISED BY:

DATE:
