



Mount Carmel College

Position Information Document

Teacher

Name:

Date of first Employment:

Employment Category: Permanent Replacement
 Temporary Casual

Responsible to: Principal.

Key Working Relationships

- Principal
- Deputy Principal
- Leadership Team members
- Staff
- Students and their parents/guardians

Role Statement

Broad Purpose

The teacher will work collaboratively with colleagues, the community, parents/guardians and other personnel to facilitate learning by students and engage in educational professional development.

Key Areas of Work

The teacher is responsible to the Principal directly, through the Deputy Principal and relevant PORs:

- 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.

The teacher will:

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learners' needs
- 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 teacher's role, for example:
 - 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
 - improve skills, knowledge and performance through professional development and performance appraisals
- Be aware of and comply with College WHS policies procedures and practices
- Support the ethos of Mount Carmel College in the Catholic and Josephite tradition
- Other duties as determined by the Principal

PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Teachers and Code of Conduct in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Mount Carmel College in the Catholic Josephite 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

CLASSROOM MANAGEMENT AND BEHAVIOUR EDUCATION

- 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
- Work with students to create an attractive, welcoming and engaging 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 College
- Modify assessment of students according to need

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

WORKPLACE HEALTH & SAFETY

Workers

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

Specific Requirements

Acquire and maintain:

- South Australian Teachers' Registration
- Satisfactory Police and other screening clearances
- Approved Responding to Abuse and Neglect and First Aid training
- BELS First Aid Certificate or equivalent
- Undertake an Annual Professional Review
- Perform any other duties as required from time to time by the principal.