



TEACHER

SCHOOL

Position Information Document

INTRODUCTION

Name	<input type="text"/>
Position Title:	<input type="text"/>
Employment:	Permanent <input type="checkbox"/> Replacement <input type="checkbox"/> Temporary <input type="checkbox"/>
Commencement date:	<input type="text" value=" / / 20"/>
Full Time/Part-time	<input type="text"/> FTE

Key Working Relationships

- School Leaders
- School Staff
- Students
- Parents

Broad Purpose

Work collaboratively with colleagues, parents/caregivers and other educational agencies and personnel to facilitate learning by students and engage in educational reform.

Description of Position:

The teacher is responsible to the Principal through the relevant members of the Leadership Team and PORs,

- for the development and implementation of the designated areas of curriculum,
- for the teaching of these areas to designated groups of students
- for the students', fellow employees' and his/her health, safety and welfare
- and for the maintenance of any place or equipment designated or chosen for specific activities.

Key Areas of Work

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 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 the ethos of the Catholic school in the Edmund Rice Tradition

TEACHER DUTY STATEMENT

1. Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- 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
- 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

2. 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

3. 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 adhered to
- Arrange student furniture to suite the learning activity
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness
- 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 College Policies and SACCS Policy for the Development of Personal Responsibility (2001)
- 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

4. 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

5. 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 in designated curriculum areas

6. Work Health & Safety

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

(To cover specialist teachers and specific subject areas)

Acquire and maintain:

- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- First Aid training
- Teacher Registration
- Teacher Accreditation in Catholic Education SA
- Perform any other duties as required from time to time by the principal

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

SIGNED (Principal or Delegate)

Date

SIGNED (Employee)

Date

ROLE REVIEW DATE

PERFORMANCE REVIEW DATE
