

Position Description

TEACHER

Role Purpose

The role of Teacher at St Gregory's College Campbelltown is a key role in supporting and promoting the mission and goals of the College. It is important that teachers see themselves as being in co-operative partnership with parents and the Catholic Community, working towards the achievement of the College's aims.

Accountability

The Teacher is directly accountable to the KLA Coordinator of the Department in which they are placed. The appointment is made by the Headmaster.

The Teacher is accountable to the Headmaster for these key areas of responsibility:

1. Spiritual
2. Curriculum
3. Professional Development
4. Pastoral Care
5. Teaching and Learning
6. Assessment and Evaluation
7. Co-Curricular
8. Related Duties
9. Strategic
10. WHS

Role Expectations/Duties

1. SPIRITUAL

Contributes to the development of the College as a faith community by:

- Encouraging and supporting the Catholic and Marist culture of the College
- Giving personal witness to Catholic and Marist values
- Participating in the liturgical and celebratory life of the College
- Wholeheartedly supporting the Mission of the College
- Modelling Gospel values of justice, reconciliation and hope
- Ensuring that College policy and practice nurtures respect for difference in all its forms

2. CURRICULUM

- Contributing to the effective development of College instructional policies and programs at a subject, KLA, faculty or whole-school level
- Planning teaching programs to provide for students' varying needs and abilities
- Using appropriate student assessment procedures and providing constructive feedback to students about their learning
- Reporting student progress to parents in a sensitive and meaningful manner
- Demonstrating awareness of the need for a reflective and collaborative approach to planning and evaluation of instructional programs and policies
- Contributing to College Review and Development, including the Educational Audit
- Develops courses in harmony with the values and the educational purposes of the College and department/stage and in cooperation with fellow teachers
- Is prepared to work in a collaborative environment, sharing and developing teaching resources with a departmental team
- Participates in regular review of courses

- In consultation with the Head of Department, plans a consistent, coherent and relevant learning program which fosters a purposeful progression in learning and meets the specific needs of students
- Keeps adequate records of courses and programs
- Actively engages students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students the students themselves
- Considers the students' own experience to be a fundamental and especially valuable resource
- Where possible and appropriate negotiates with students, giving them the opportunity to make choices and decisions to take risks and to set their own goals

3. PROFESSIONAL DEVELOPMENT

- Develop your knowledge through professional reading, communication with colleagues in similar roles at other institutions and attendance at approved professional development activities
- Continual Professional Development is important to ensure that the Teacher is up to date on current trends across a range of educational issues/ topics
- Staff accreditation to work/ teach in Marist Schools must be up to date at all times.
- Upgrading formal professional qualifications where necessary or appropriate
- Contributes to the professional development of other staff members within the College by sharing knowledge, ideas and resources, and working as a member of a team
- Maintains professional accreditation with recognised professional associations including the NSW Institute of Teachers

4. PASTORAL CARE

- Providing a stimulating but well-ordered classroom climate which nurtures each student and encourages co-operation
- Fostering quality relationships between teachers and students
- Contributing to the development and effective implementation of Pastoral Care and Discipline Policies in the College
- Encouraging the appropriate involvement of parents and other community members in the life of the College
- Ensuring discretion and confidentiality when dealing with information which may be of a sensitive nature

5. TEACHING AND LEARNING

- Conversant and up to date with the relevant teaching discipline and syllabus
- Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported
- Uses a variety of teaching strategies, recognising that students learn in a variety of ways: through independent study, directed learning and group involvement
- Recognises that students of mixed ability and from various backgrounds must be catered for
- Enables students to make good use of the resources available within the College and the community
- Embraces the use of advanced technologies and their application in classroom learning
- Maintains effective communication with Learning Support professionals regarding special learning needs of individual students
- Supports and espouses the values of the College in the teaching and learning environment in maintaining a clean, tidy and healthy classroom
- Aware of emergency procedures for student's safety and specific safety procedures related to the subject or activities taught

- Share explicitly with students a code of conduct which enables students to work productively in a fair environment
- Ensures good classroom management skills are maintained
- Ensure class rolls and attendance are strictly monitored

6. ASSESSMENT AND EVALUATION

- Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff
- As a member of a professional academic team, ensures that reports are neat, accurate and meet deadlines
- Uses a range of assessment and evaluating techniques regularly and fairly
- Assesses and returns work promptly to students
- Encourages students to reflect on their work and the process they have gone through to achieve it
- Explains criteria for assessment to students in advance, so they can understand the relevance of the grade and comments and use the information constructively in future work
- Pinpoints learner needs, conferring with specialise staff in the College, and liaising with parents if necessary
- Keeps adequate records of students' progress
- Proactively communicates with parents through the student diary, in written reports and in parent/teacher interviews

7. CO- CURRICULAR

- There is an expectation that all teacher of St Gregory's College will involve themselves in co-curriculum activities offered to the students of the College.
- Provide the appropriate duty of care and supervision to the students the teacher is in charge of.

8. RELATED DUTIES

- Can be relied on to carry out supervisory duties as required, including active grounds duty and exam supervision
- Takes active involvement in the general life of the college, and supports it formally and informally within and beyond the college
- Attends and participates wherever possible in all departmental, stage and general staff meetings
- Attends all lessons (unless prior arrangements have been made) and is punctual
- Carries out the administrative requirements associated with classroom teaching
- Dresses appropriately for a professional educator
- Demonstrates at all times a support of college rules in dealing with students
- Adheres to the specific requirements of the appropriate section of the College or department
- Attends parent/ teacher interviews
- Attends speech days and liturgies in the appropriate part of the College
- Attends and participates in assemblies
- Is prepared to attend and participate on camps if required
- Attends and participates in relevant curriculum- based excursions

9. STRATEGIC

- Develop an Annual Plan for improvement in the Role

10. WHS

All workers are required to cooperate with the colleges WH&S policy and programs to ensure their own health and safety and that of others in the workplace. In their own interests and as legal obligation, workers have a responsibility to ensure nothing is done to make health and safety and welfare provisions less effective. In particular they must:

- Take reasonable care to protect their own health and safety at work
- Take reasonable care to ensure the health, safety and welfare and emotional well-being of staff, contractors, volunteers and students
- Ensure they do not endanger any other person through any act or omission at work
- Obey all instructions issued to protect their own personal health and safety and the health and safety of others
- Ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety at work or the safety of any other person at work
- Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods
- Keep their work area tidy

Any other duties as requested by the Headmaster