



Position Description

JUNIOR SCHOOL TEACHER

Role Purpose

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

Accountability

Teachers are directly accountable to the Head of Junior School. The appointment is made by the Head of Junior School in conjunction with the Headmaster.

Teachers are accountable to the Head of Junior School 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

- Contribute to the development, implementation, monitoring and review of the curriculum and associated policies and programs
- 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
- Manage the evaluation, selection and allocation of curriculum resources in designated areas of responsibility
- 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

- Is prepared to work in a collaborative environment, sharing and developing teaching resources
- In consultation with the Head of Junior School, 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 teaching and learning 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
- 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
- Promote and maintain awareness of current educational developments, disseminate curriculum information and facilitate the incorporation of new ideas, as appropriate
- Establish the development of a vibrant professional learning community
- Continual Professional Development is important to ensure that the Classroom 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
- Contribute 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
- Assist with the positive behaviour management standards across the College
- Encouraging the appropriate involvement of parents and other community members in the life of the Junior School
- Ensuring discretion and confidentiality when dealing with information which may be of a sensitive nature
- Proactive in expecting appropriate dress standards across the school.

5. TEACHING AND LEARNING

- Conversant and up to date with the relevant teaching disciplines and NSW NESA Syllabus
- Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported
- Motivating students to develop skills, attitudes and knowledge needed to provide a good educational foundation, in accordance with each student's ability
- Uses a variety of teaching strategies, recognising that students learn in a variety of ways: through independent learning, directed learning and group learning
- 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
- Share explicitly with students a code of conduct which enables students to work productively in a fair environment
- Plan all excursions with the Head of the Junior School. This includes completing the appropriate Risk Management Forms, provision for transportation, adult supervision, parent consent forms, time schedule, first aid kits, checking rolls on the day of the excursion, etc
- 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 specialist staff in the College, and liaising with parents if necessary
- Keeps adequate records of students' progress
- Proactively communicates with parents on a regular basis.

7. CO- CURRICULAR

- There is an expectation that all teachers of St Gregory's College Junior School will involve themselves in co-curriculum activities offered to the students of the College
- Conduct practice sessions before, during or after school for the co-curricular activity
- Attend competitive fixtures with the team or group of students, as they are scheduled
- Provide the appropriate duty of care and supervision to the students that the teacher is in charge of.

8. RELATED DUTIES

- Can be relied on to carry out supervisory duties as required, including active grounds duty
- Takes active involvement in the general life of the college, and supports it formally and informally within and beyond the college
- Attends and participates in all whole school and general Junior School 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
- Attends and is well prepared for parent/ teacher interviews

- Attends Celebration of Learning and Liturgies in the appropriate part of the College
- Attends and participates in Whole School and Junior School Assemblies
- Is prepared to attend and participate on camps if required
- Attends and participates in relevant curriculum- based excursions
- Attends parent/school functions, as appropriate.

9. STRATEGIC

- Develop an Annual Plan for improvement in the Role
- Work with the Head of the Junior School to ensure that the Junior School has an effective and integrated strategic improvement plan
- Assist in evaluating the effectiveness of school programs, identify strategies for improvement and facilitate appropriate change.

10. WHS

All employees 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
- Cooperating with the school to ensure the health, safety and welfare and emotional well-being of staff, contractors, volunteers and students
- Following policies and directions designed to ensure a safe environment
- 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
- Follow emergency evacuation procedures as may be required
- 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
- Undertaking any WHS training as may be relevant
- Keep their work area tidy.

Any other duties as requested by the Head of Junior School or College Principal.