**Position Information Document**

**Teacher**

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| **NAME:** |  |
| **START DATE:** | 22 January 2025 |
| **POSITION TITLE:** | Teacher |
| **STEP:** | To be determined |
| **EMPLOYMENT:** |  |
| **FRACTION OF TIME:** | 0.6 FTE |

***Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)***

# BROAD PURPOSE

A teacher at Our Lady of the Sacred Heart College works collaboratively with leaders, colleagues, families, and others as applicable to facilitate learning by students, engage in change and improve educational outcomes and experiences for students.

The teacher is a highly driven and self-motivated individual, highly competent in their learning area(s), who works to ensure that students in their care flourish and achieve their potential. The effectiveness of our College is in providing high quality teaching and learning through the design, implementation, and delivery of contemporary and engaging curriculum and educational practices. The College has a shared vision for curriculum practice and a coherent, sequenced plan for curriculum delivery that ensures consistent teaching and learning expectations across all year levels. Students are active participants in their learning, what, and how they learn, and the conditions for learning.

As a member of the College community, you will be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

# KEY WORKING RELATIONSHIPS

* Principal and School Leaders
* School Staff
* Students
* Parents/Families/Caregivers

The teacher is directly responsible to the Principal, and/or through the relevant Persons of Responsibility (POR).

# KEY RESPONSIBILITIES

As at staff member (teacher) at Our Lady of the Sacred Heart College, you will:

* Work in accordance with the Vision, Mission, and Strategic Plan of the College.
* Contribute and support school continuous improvement.
* Develop and maintain positive and effective working relationships with all within the College community such as parents/caregivers, families, students, and staff.
* Apply current curriculum (Years 7 – 12) knowledge and contemporary teaching methods which facilitate successful learning.
* Provide balanced and challenging programs relevant to the needs of the students.
* Respond to each learner’s needs using differentiated instruction methodologies.
* Assess, record, and report learner achievement on a regular basis or as required by the College.
* Establish structures and processes to achieve a productive learning environment while responding to learners’ needs.
* 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 – for example:
  + support and adhere to school and South Australian for Catholic Schools of SA (SACCS) policies and relevant government legislation;
  + carry out routine tasks including record keeping, surveys, distribution of materials; and
  + meet yard duty requirements; exercise a duty of care.
* Improve skills, knowledge, and performance through professional development and performance appraisals.

# PROFESSIONAL RESPONSIBILITIES

As at staff member (teacher) at Our Lady of the Sacred Heart College, you will:

* Actively commit to uphold and contribute to the ethos of Catholic schools in general as well as that of Our Lady of the Sacred Heart College.
* Provide leadership in faith formation and the modelling of our Christian traditions and practices.
* Operate in accordance with the Charter for Teachers in SA Catholic Schools.
* Act in a manner consistent with the Code of Conduct for Staff at OLSH College.
* Ensure the safety of all students and appropriately assist students who are hurt, sick or in distress.
* Be an outstanding practitioner, ensuring students are engaging in the Australian Curriculum and/or SACE and any local curriculum, as prescribed by the College.
* Provide inspirational learning and teaching for students within the College.
* Meet and teach students at designated locations and times.
* Engage in College sponsored, and self-directed Professional Learning:
  + referenced to the Australian Institute for Teaching and School Leadership (AITSL) Professional Standards for Teachers (APST); and
  + which lead to improved student outcomes and strengthen the professionalism of the teacher.
* Develop a Professional Learning Plan to support the College’s goal to achieve continuous improvement in learning and teaching.
* Ensure all responsibilities relating to student ‘duty of care’ are attended to.
* Undertake supervision duties, including regular yard duty, diligently.
* Attend staff and other required meetings, information nights, parent teacher conversations, and other professional activities expected of teachers.
* Complete administrative tasks accurately and on time, including record keeping and report writing.
* Ensure punctuality to all classes, professional activities, yard duties and other.
* Establish an orderly and attractive classroom learning environment.
* Maintain high standards of tidiness and orderliness for all learning spaces.
* Ensure that necessary resources and equipment is accessible and available to all students in readiness for planned learning activities.
* Be aware of and consistently implement all relevant College student policies and procedures.
* Comply with relevant legislation as well as South Australian Commission for Catholic Schools (SACCS) and the school’s policies, guidelines, and procedures.
* Compliance with the Australian Privacy Act regarding dealing with personal and sensitive information.
* Undertake to dress and behave professionally and promote high standards in all aspects of College life.
* Accept delegated responsibilities.
* Perform any other duties as required from time-to-time, as directed by the Principal.

# REQUIREMENTS OF THE JOB

1. **Content of Teaching and Learning**

* Establish and plan comprehensive learning programs.
* Ensure teaching and learning programs (Years 7 – 12) are accessible and visible on the College’s Learning Management System (SEQTA) and their currency maintained.
* 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.
* Establish structures and processes to achieve a productive learning environment that is inclusive while responding to learners’ needs.

1. **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.
* Work with students to create an attractive welcoming classroom environment and arrange student furniture to suit the learning activity.
* 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 the SACCS policies and procedures.
* Apply, negotiate, and implement effective consequences and strategies (in line with College processes and policies) if student expectations are not met and to assist students who interfere with teaching and learning.
* Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy.
* Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

1. **Assessment and Reporting of Student Learning**

* Maintain accurate and comprehensive records of student progress and achievement in the College’s Learning Management System (LMS), SEQTA, (or as amended/updated).
* Use a variety of assessment and reporting methods to regularly monitor learning process.
* Develop assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
* Provide students with regular positive feedback on performance that reinforces student achievement and focuses on improvement.
* Provide parents/guardians and students with detailed accurate and informative written and oral reports at appropriate times, as required by the College.

1. **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 College activities.
* Engage in professional learning.
* Plan for and participate in professional learning as relevant and required by the College.
* Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.
* Attend staff, learning area and professional learning team meetings as required.

# CHILD PROTECTION AWARENESS

Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College’s employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care* (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

# 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

Acquire and maintain:

* Current teacher’s registration.
* Full SA Driver’s Licence.
* Teacher accreditation in CESA.
* Applicable First Aid Certificate relevant to the role requirements
* Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
* Current and acceptable Working with Children Clearance and screening to work in CESA
* CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
* ‘Keeping safe: Child Protection Curriculum’ training.
* ‘Disability Standards for Education’ lessons 1, 2 & 3 certifications.
* Learning Manager modules (or equivalent), as issued by Catholic Education SA.
* Annual sign off is required for:
  + CESA Code of Conduct.
  + CESA Privacy Statement.
  + CESA ICT Acceptable Use Guidelines.
  + Protective Practices for Staff in their interactions with children and young people.
* Specific qualifications and/or expertise in the designated curriculum and school management area.

# 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 and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

# OTHER RELEVANT INFORMATION

The Position Information Document is a *guide only* and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.