



## Classroom Management and Behaviour Education

The Teacher is responsible for:

- Establishing positive and effective relationships with students
- Establishing and maintaining a task-oriented learning environment
- Setting and adhering to timelines for completion of work
- Negotiating and implementing consequences if expectations are not adhered to
- Arranging student furniture to suit the learning activity
- Working with students to create an attractive welcoming learning environment
- Maintaining standards of tidiness and orderliness
- Ensuring necessary equipment and facilities are accessible, available and in readiness for planned activities. Making all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Behaviour Education and Personal Responsibility Policy
- Responding appropriately to student behaviour
- Identifying factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Consistently maintaining behavioural expectations
- Applying effective consequences and strategies to assist students who interfere with teaching and learning

## Assessment and Reporting of Student Learning

The Teacher is responsible for:

- Maintaining accurate and comprehensive records of student progress and achievement
- Using a variety of assessment and reporting methods to regularly monitor learning progress
- Using assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Providing students with positive feedback on performance that enforces student achievement and focuses on improvement
- Providing parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College

## Interaction with the College and broader Community

The Teacher is responsible for:

- Demonstrating effective communication skills with students, colleagues, parents or caregivers and others
- Working effectively as a member of a College team in a range of College activities
- Participating in partnerships with colleagues to reflect upon and improve teaching and learning practice

## Particular Professional Responsibilities

The Teacher is responsible for:

- The supervision of all Education Support Officers and students in their class
- WHS and maintenance, in the designated areas and the materials and equipment used there
- Ensuring that all students receive appropriate training to use designated areas, materials and equipment safely
- Operating in accordance with the Charter for Teachers in SA Catholic Schools
- Having a commitment to uphold and contribute to the ethos of Catholic schools
- Understanding the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures

- Completing administrative tasks accurately and on time including record-keeping
- Participating in professional development activities which lead to improved student outcomes and strengthen the professionalism of the Teacher
- Appropriately assisting students who are hurt, sick or in distress
- Meeting and teaching students at designated locations and times
- Developing and maintaining effective professional partnerships with other staff
- Undertaking supervision, duties including yard duty, diligently
- Attending staff meetings, parent/student/teacher interviews and other co-curricular activities
- Handling of confidential information appropriately
- Performing any other duties as required from time-to-time by the Principal (or delegate), including working at any campus of Xavier College

### **Skills and Experience**

The Teacher must:

- Accept delegated responsibilities
- Apply behaviour management skills in line with College policy
- Work with a team of teachers and education support officers to achieve best practice
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice
- Work in a collegiate manner to improve practice in teaching and learning and designated curriculum areas

### **Qualifications and Mandatory Training**

The Teacher must acquire and maintain:

- Formal Tertiary Education qualifications
- Current Teachers Registration in South Australia
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training
- 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

### **Workplace 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.

**Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.