



## Position Information Document

NAME	TBA
POSITION TITLE	Classroom Teacher
SALARY STEP	TBA
EMPLOYMENT TYPE	Temporary Contract
FULL TIME EQUIVALENT	1.0FTE

### Key Working Relationships

- School Leaders
- School Staff
- Students
- Parents

### Broad Purpose

Work collaboratively with colleagues, parents/care givers and CESA personnel to facilitate learning by students and engage in educational reform.

### Duty Statement

The teacher is responsible to the Principal directly, and/or through the relevant 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

## 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 the particular Catholic school in which the teacher works
- 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 the SACCS Policy for Behaviour Education and Personal Responsibility Policy (2010)
  - Apply behaviour management skills in line with school policy
  - 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

## Work Health & Safety

This role is deemed to be an *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

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- 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.
- Teachers 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