



Our Lady of the Sacred Heart College

Position Information Document

TEACHER

NAME:

START DATE:

POSITION TITLE:

STEP:

**EMPLOYMENT
TYPE:**

FRACTION TIME:

Employment conditions in accordance with The Catholic Schools Enterprise Agreement and the Teachers (Non-Government Schools) Award.

1. BROAD PURPOSE:

Work collaboratively with colleagues, families and the wider education community to facilitate learning by students and engage in change and improve education.

2. KEY WORKING RELATIONSHIPS

- Principal & School Leaders
- School Staff
- Students
- Parents/Families/Caregivers

3. POSITION OBJECTIVES

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

- The development and implementation of the designated areas of curriculum

- The teaching of these areas to designated groups of students
- Ensuring the health, safety and welfare of students and fellow employees.
- Maintaining any place or equipment designated or chosen for specific activities.

4. KEY RESPONSIBILITIES

- Apply curriculum knowledge and teaching methods which facilitate successful learning.
- Develop and maintain good 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 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 – 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 and represent the ethos of OLSH.

5. 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.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the college's policies, guidelines and procedures.
- Complete administrative tasks including record keeping accurately and on time.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Develop and maintain effective professional partnerships with other staff.

- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Attend Learning Area Team meetings.
- Accept delegated responsibilities.

6. REQUIREMENTS OF THE JOB

a. 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.
- Establish structures and processes to achieve a productive learning environment that is inclusive while responding to learners needs.

b. 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.
- Work with students to create an attractive welcoming classroom environment and arrange student furniture to suit the learning activity.
- 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 the Development of Personal Responsibility (2001) and the school's behaviour management guidelines.
- Respond appropriately to student behaviour.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

c. 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 O.L.S.H.

d. 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.

7. OCCUPATIONAL HEALTH SAFETY & WELFARE

a. Commitment

- Support the development and maintenance of a best practice OH&S culture within their workplace.
- Adhere to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.
- Be responsible for OHS&W and maintenance in any area or classroom designated.
- Provide appropriate OHS&W training for persons using designated areas.
- Implement relevant actions in OH&S plans as required by their supervisor.
- Participate in relevant OH&S training programmes.
- Regularly consult with colleagues on OH&S issues, and actively participate in OH&S committees if required.

- Participate in workplace OH&S inspections/audits, and assisting in the maintenance of OH&S facilities, resources, equipment and information.

b. Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.

c. Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor.
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards.
- Report work related injuries and incidents in accord with the Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, OH&S incidents and near misses in accord with the Church Safety Manual.

8. SPECIFIC REQUIREMENTS

Acquire and maintain;

- Police clearance to work in Catholic Education SA.
- Approved Mandatory Notification training.
- First Aid training.
- Teachers Registration.
- Teacher Accreditation in Catholic Education SA.
- Perform any other duties as required from time to time by the Principal.
- Specific qualifications and/or expertise in the designated curriculum and school management area.

9. 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.

SIGNED (Principal or Delegate) _____ Date ____ / ____ / ____

SIGNED (Employee) _____ Date ____ / ____ / ____

ROLE REVIEW DATE ____ / ____ / ____

PERFORMANCE REVIEW DATE ____ / ____ / ____