

THOMAS MORE COLLEGE

Position Information Document



TEACHER

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 of learning.

The following job specification is applicable to all teachers of all subjects at Thomas More College. There is an expectation that Teachers will have the academic background and relevant methodology to assist student learning in their specific subject or curriculum areas. All staff members of Thomas More College are expected to promote in a positive way the vision of the school.

Employment conditions, such as student contact time, will be as per the latest South Australian Catholic Schools Enterprise Agreement.

OVERARCHING AREAS OF WORK FOR TEACHERS AT THOMAS MORE COLLEGE *(see below for more details)*

- Catholic Ethos
- Know your students and how they learn
- Know the content and how to teach it and plan for and implement effective Teaching & Learning
- Create and maintain supportive and safe learning environments
- Assess, provide feedback and report on student learning
- Engage in and apply Professional Learning
- Engage professionally with College staff, parents/carers and the community.

DESCRIPTION OF POSITION

A 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
- For the maintenance of any place or equipment designated or chosen for specific activities.

Teachers at Thomas More College need to pay specific attention to the following areas:

Catholic Ethos

- Is committed to the completion of required accreditation course
- Supports prayer in the College, especially through Wellbeing lessons

- Supports the College's liturgical and sacramental program, and promotion of Catholic charities within the College
- Be familiar with current Church teachings as they impact on their role as teacher in a Catholic school.

Professional Responsibilities

- Operate in accordance with the Code of Conduct, for staff Employed in the Catholic Education SA, the Charter for Teachers in SA Catholic Schools and the AITSL standards
- Have a commitment to uphold and contribute to the ethos of Catholic schools, and Thomas More College in particular
- Understand the employer's requirements and act in accordance with the South Australian Commission for Catholic Schools (SACCS) and the College'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
- Engage in Wellbeing/duties and the Wellbeing program under direction from Year Level Leaders
- Attend staff meetings, parent teacher interviews, faculty meetings and other designated College activities
- Accept delegated responsibilities.

Know your Students and How They Learn

- 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 and in particular differentiate curriculum & employ Individual Education Plans (IEPs) when needed
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Design and implement teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds.

Know the Content and How to Teach it and Plan for and Implement Effective Teaching and Learning

- Plan a comprehensive learning program for each semester and for every subject/class
- The use of evidence-based teaching and assessment practices are encouraged
- Select appropriate methodologies, resources, literacy, numeracy and ICT strategies to maximise learning for all students
- Use effective classroom communication
- Evaluate and improve teaching programs
- Engage parents/carers in the educative process.

Create and Maintain Supportive and Safe Learning Environments

- Establish positive and effective relationships with students
- Support student participation and engagement
- Utilise the concepts of Choice Theory and Restorative Practices when interacting with students
- Set and adhere to timelines for completion of work
- Negotiate and implement support processes if expectations are not met
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness

- Ensures necessary equipment and facilities are accessible, available and in readiness for planned activities
- Make all reasonable effort to manage the behaviour of students effectively within the directions of the SACCS Policy for the Development of Personal Responsibility, and within the directions that Thomas More College has taken with Choice Theory and Restorative Practice concepts
- Respond appropriately to student behaviour and maintain appropriate records for future referral, including the use of the College's Learning Management System (SEQTA)
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seeks resolutions. Access other support personnel as needed
- Consistently maintain behavioural expectations
- Apply effective strategies to assist students who interfere with the learning in the classroom environment.

Assess, Provide Feedback and Report on Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor learning progress
- 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 College
- Maintain contact with parents/carers regarding their child's learning progress and development as part of the educative process.

Engage in and apply Professional Learning

- Identify and plan learning needs
- Collaborate with colleagues to reflect upon and improve practice
- Engage in training and professional development as provided by the College
- Adhere to training and professional development requirements as specified by Catholic Education South Australia, The Teachers Registration Board of South Australia or requests contained within the Enterprise Agreement
- Maintain a contemporary understanding of teaching and learning through relevant professional teaching networks and broader communities
- Apply Professional Learning to improve student learning.

Work Health and Safety Workers

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
- Co-operate 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:

- Teachers Registration
- Approved Responding to Abuse and Neglect training
- Provide First Aid in an Education and Care Setting Certificate (HLTAID012)
- Teacher Accreditation in Catholic Education South Australia
- Perform any other duties as required from time to time by the Principal.

PERFORMANCE REVIEW

- The employee must undertake a 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.

Name:		Signature:		Date:	___/___/___
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Employee

Name:		Signature:		Date:	___/___/___
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Principal or Delegate

Role Review Date:	___/___/___	Performance Review Date:	___/___/___
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