

**POSITION DESCRIPTION FOR TEACHERS**

**Reporting and Purpose:** The role holder is responsible to the Principal and reports regularly to that person and the relevant Head of Department.

EFFECTIVENESS AREA	KEY RESULTS	EXAMPLES OF ACTIVITIES It is expected that the role holder:
<b>College Ethos</b>	The spiritual life of the College community is fostered and supported, and the Presentation Vision is experienced and enacted	<ul style="list-style-type: none"> <li>• adheres to ethical standards of <i>Queensland College of Teachers</i> and College's Code of Conduct for staff</li> <li>• displays and models commitment to and support of the ethos, Mission and Values of the College</li> <li>• understands and supports the role of Catholic Education in the mission of the Church</li> <li>• adopts curriculum practices which reflect the College's Mission Statement; Strategic and Improvement Plans and Learning Framework</li> <li>• participates in the collaborative development and evaluation of curriculum according to College guidelines</li> <li>• actively supports school prayer and liturgy</li> <li>• respects the dignity and the right to learn of all members of the College Community</li> <li>• demonstrates a concern for, and a commitment to, enhancing the physical, spiritual, moral, intellectual and aesthetic welfare of students</li> <li>• assumes collective responsibility for the supervision of students within the provision of the professional <i>Duty of Care</i></li> <li>• contributes to a safe and healthy working environment consistent with the College's Mission Statement and <i>Workplace Health and Safety</i> requirements</li> <li>• creates a nurturing, ordered and safe learning environment consistent with the College Mission Statement, Policies and Student Protection guidelines</li> </ul>
<b>Teaching Practices</b>	Contributions to the creation of an effective learning environment are evident	<ul style="list-style-type: none"> <li>• has a steep knowledge of relevant content and skills and understands the relationship to curriculum goals</li> <li>• implements teaching and learning processes appropriate to the curriculum and the subject or topic being studied</li> <li>• reviews and reflects on pedagogical practice individually and collaboratively</li> <li>• in conjunction with a HOD, develops and implements programs of work from the relevant syllabus documents</li> <li>• prepares units of work consistent within the program requirements</li> <li>• where appropriate, term planners and assessment tasks</li> </ul>
<b>Communication</b>	There is positive interaction with students and others	<ul style="list-style-type: none"> <li>• communicates effectively with students</li> <li>• develops positive relationships with students</li> <li>• plans learning experiences to meet the needs and capacities of individual students and groups</li> <li>• encourages positive student behaviour and adopts strategies to modify negative behaviour and counter its effects</li> <li>• plans and implements programs to achieve specific student learning outcomes</li> <li>• establishes clear, challenging and achievable expectations of students.</li> <li>• engages the students in developing relevant knowledge, skills, attitudes</li> <li>• contributes to the co-curricular life of the College and ensures the acknowledgement and celebration of students' successes</li> </ul>

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<b>Monitoring and assessing</b>	Student work is appropriately monitored and assessed	<ul style="list-style-type: none"> <li>• uses a variety of appropriate procedures for assessing students</li> <li>• uses teaching/learning strategies that take account of the relationship between teaching, learning and assessment.</li> <li>• monitors students' progress and provides students with feedback on their progress</li> <li>• maintains records of students' progress and samples of work and reports on progress to students/parents/carers and agencies</li> </ul>
<b>Partnership with parents and Community</b>	An educational partnership with parents, Church and the wider community is evident	<ul style="list-style-type: none"> <li>• supports parents and others responsible for the care of students</li> <li>• promotes parental participation in the learning environment</li> <li>• communicates effectively with parents/carers in a timely manner</li> <li>• communicates effectively with College support staff</li> </ul>
<b>Staff Team</b>	A strong rapport to work with the Leadership Team and other staff members is evident	<ul style="list-style-type: none"> <li>• contributes actively to the development and implementation of College policies and procedures</li> <li>• collaborates with colleagues in areas such as planning and evaluation</li> <li>• participates in the organization, planning and development of the College's curriculum</li> <li>• works effectively with teachers, ancillary staff and others in groups and teams</li> </ul>
<b>Professional Development</b>	Professional development enhances the role of the teacher	<ul style="list-style-type: none"> <li>• sets and achieves professional goals and critically evaluates his/her teaching practice and learning programs to improve the quality of teaching and learning</li> <li>• participates in professional development activities consistent with the College's Strategic, Operational and Improvement Plans</li> <li>• implements strategies gained from professional development to enhance student learning and to develop professional skills.</li> </ul>