



## POSITION DESCRIPTION

**POSITION:** Teacher

**STATUS:** Full-time

**DATE:** reviewed June 2021

**RESPONSIBLE TO:** Deputy Principal – Teaching and Learning through the relevant Head of Department

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### **Purpose of Position:**

This position is responsible for the implementation of teaching and learning activities through;

- Providing direction, supervision and care for students in relevant classes;
- Effective delivery of the curriculum;
- Maintaining professional standards;
- Effective classroom management; and
- Emphasising the Catholic ethos of the College

### **Key Characteristics:**

#### **These include the ability to:**

- communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College
  - demonstrate well developed interpersonal and communication skills
  - demonstrate tolerance, a capacity for tact and discretion and an ability to maintain confidentiality
  - demonstrate a capacity for self-organisation and direction and an ability to respond and adapt
  - operate in an environment which is often demanding and busy
  - demonstrate well developed written and verbal skills, including the ability to prepare documents for planning or reports
  - participate in, and contribute to, staff development within the College setting
  - promote the cultural and co-curricular life of the College
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**Qualifications:**

Current Teacher Registration with the Queensland College of Teachers

Tertiary qualifications relating to your specialised Teaching area

**Key Accountabilities****Faith & Mission:**

- adheres to ethical standards of *Queensland College of Teachers* and College's Code of Conduct for staff
- displays and models commitment to and support of the ethos, Mission and Values of the College
- understands and supports the role of Catholic Education in the mission of the Church
- actively supports school prayer and liturgy
- respect the dignity and the right to learn, of all members of the College Community
- demonstrates a concern for, and a commitment to, enhancing the physical, spiritual, moral, intellectual and aesthetic welfare of students

**Curriculum:**

- adopt curriculum practices which reflect the College's Mission Statement; Strategic and Improvement Plans and Learning Framework
- participate in the collaborative development and evaluation of curriculum according to College guidelines
- participate in the organisation, planning and development of the College's curriculum
- has a deep knowledge of relevant content and skills and understands the relationship to curriculum goals
- implement teaching and learning processes appropriate to the curriculum and the subject or topic being studied
- review and reflects on pedagogical practice individually and collaboratively
- in conjunction with a HOD, develop and implement programs of work from the relevant syllabus documents, prepares units of work consistent within the program requirements and where appropriate, prepare term planners and assessment tasks
- uses a variety of appropriate procedures and techniques for assessing students
- uses teaching/learning strategies that take account of the relationship between teaching, learning and assessment.
- monitors students' progress and provides students with feedback on their progress
- maintains records of students' progress and samples of work and reports on progress to students/parents/carers and agencies
- collaborate with colleagues in areas such as planning and evaluation
- work effectively with teachers, ancillary staff and others in groups and teams

**Pastoral Care:**

- recognises, values and protects the uniqueness, potential and dignity of each student
- is sensitive to each student's religious, social and cultural background and affirms the richness of this diversity
- communicate effectively with students and parents/caregivers in a timely manner
- develop positive relationships with students and College staff that are based on respect, trust, honesty and integrity
- plan learning experiences to meet the needs and capacities of individual students and groups to ensure the ongoing development of increased responsibility and decision making
- encourage positive student behaviour and adopts strategies to modify negative behaviour and counter its effects
- establish clear, challenging and achievable expectations of students.
- engage the students in developing relevant knowledge, skills, attitudes
- contribute to the co-curricular life of the College and ensures the acknowledgement and celebration of students' successes
- assume collective responsibility for the supervision of students within the provision of the professional *Duty of Care*
- create a nurturing, ordered and safe learning environment consistent with the College Mission Statement, Policies and Student Protection guidelines
- support parents and others responsible for the care of students
- promote parental participation in the learning environment
- communicate effectively with College support staff

### **Classroom Management:**

- Apply effective behaviour management techniques that are based on recognised theories of behaviour and consistent with the College ethos, such as Restorative Practice;
- Have knowledge of and advise students of the College's Code of Conduct;
- Maintain an accurate daily roll via TASS;
- Encourage and direct students to meet expectations for appropriate behaviour;
- Deal with students in a courteous, firm, consistent and respectful manner at all times;
- Take responsibility for managing inappropriate College behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a positive learning environment where students feel safe to risk full participation;
- Demonstrate strategies to create a positive environment supporting student effort and learning; and
- Monitor student progress and liaise with the relevant staff regarding student individual learning needs.

### **Professional Standards:**

- set and achieve professional goals and critically evaluates your own teaching practice and learning programs to improve the quality of teaching and learning

- participate in professional development activities consistent with the College's Strategic, Operational and Improvement Plans
- implement strategies gained from professional development to enhance student learning and to develop professional skills.

**Other:**

- Be supportive of the Catholic ethos of the school.
- contribute actively to the development and implementation of College policies and procedures
- contribute to a safe and healthy working environment consistent with the College's Mission Statement and *Work Health and Safety* requirements
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all College policies and procedures.
- Possess and maintain current Registration with the Queensland College of Teachers.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.