Position Information Document

TEACHER
ENGLISH AND RELIGIOUS EDUCATION

Name:

Term of Appointment:
Commence: Monday, 22 July 2019
Conclude: Friday, 13 December 2019

Position Title:
Replacement Teacher

Salary:
Teaching step according to salary determination.

Employment Type:
Replacement – Part-time - 0.40 FTE

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2017.

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1. BROAD PURPOSE

The replacement teacher is a highly driven and self-motivated teacher who works to ensure that students in their care achieve beyond their own expectations. The teacher is highly competent in the learning area(s) and has the ability to teach Stage 1 English.

The replacement teacher will work collaboratively with colleagues, parents and families, and the wider education community to facilitate learning by students and engage in educational reforms.

2. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- Learning Area Co-ordinators
- House Coordinators
- Flexible Learning Centre staff
- College staff
- Parents and Families
- Partner Primary Schools
- Campus Director

3. KEY RESPONSIBILITIES

- Plan and conduct activities for a balanced program of teaching, demonstration and work time that provides students with opportunities to observe, question, and investigate
- Maintain any place or equipment designated or chosen for specific activities
- Assess, record and report learner achievement regularly and as required by the College
- Establish structures and processes to achieve a positive and productive learning environment

- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Develop and review current Performance Standards, Essential Learnings and common tasks as prescribed by ACARA (Australian Curriculum Assessment and Reporting Authority) and the SACE Board
- Carry out other non-instructional responsibilities which are part of the teachers' role – eg. Support and adhere to College 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
- Develop links with the Partner Primary Schools, One+ Campus Schools and with the wider educational community.
- Perform any other duties as required from time to time by the Principal and/or Leadership Team
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.

4. TEACHING REQUIREMENTS

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 authentic 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
- Develop the curriculum and assessment procedures in designated curriculum areas/year level(s) according to College Policies
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice.

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
- Arrange student furniture to suit 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 the Development of Personal Responsibility (2001)
- Respond appropriately to student behaviour and make records on the Learner Management System for access by relevant staff
- 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.

c) Care Group Teacher Protocol

If assigned to a Care Group, ensure the following Care Group Teacher protocol is adhered to:

- Arrive to class in a timely manner (8.40am at latest), greeting students as they arrive
- Ensure a prayer table and relevant decorative features are arranged in the classroom to enhance the learning environment and provide a welcoming atmosphere
- Ensure time is allowed for prayer and make every effort to create a quiet reflective tone, settling students to prayer immediately after arrival
- Ensure all notices are collected from the Care Group pigeonhole and distributed as appropriate
- Ensure all notices are read from the Student Bulletin (either by teacher or student), ensuring students are aware of important information regarding school events and timetable/classroom information
- Record absentee information in the Learner Management System and check notes from previous absentees. Ensure reply slips are collected and marked off
- Check uniform and ensure correction or follow through as necessary
- Regularly check desks for cleanliness/graffiti
- Take time to build relationships with the students.

d) Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment methods and reporting regularly using the Learner Management System to monitor student learning and achievement
- 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 timely information via the Learner Management System, written and oral reports, email and phone communications as appropriate and at times as required by the College.

e) Interaction with the College and broader community

- Demonstrate effective leadership skills in designated areas of responsibility
- Demonstrate effective communication skills with students, colleagues, parents/caregivers and other stakeholders as necessary
- Work effectively as a member of a College team in a range of College activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice.

5. PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia
- Have a commitment to uphold and contribute to the ethos of Catholic Schools
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- 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 accurately and on time including record keeping and reporting
- Ensure that confidential information is handled appropriately
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher;
- Appropriately assist students who are hurt, sick or distressed;
- 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.

6. WORK HEALTH AND SAFETY

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
- 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.

7. SPECIFIC REQUIREMENTS

Essential requirements:

- Highly developed communication, collaboration and organisational skills
- Competent ICT skills.

Acquire and maintain:

- Police Clearance to work in Catholic Education
- Approved Respond to Abuse and Neglect mandatory training
- The Keeping Safe – Child Protection Curriculum Training
- BELS First Aid Training
- Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Specific qualifications and/or expertise in the designated curriculum and school management area.

8. PERFORMANCE REVIEW

- The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.

SIGNED

Principal or Delegate: ..... **Date:** / /

Employee: ..... **Date:** / /