



Teacher Position Information Description (PID)

General Information:	
Job Title:	Teacher
Employment:	Permanent
Commencement Date:	24 January 2023
FTE:	1.0

St Michael's College – Broad Purpose
<p>St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.</p> <p>Community We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.</p> <p>Challenge Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.</p> <p>Choice Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners and leaders in the world. St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.</p> <p>Teachers will work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate positive learning by students and engage in educational reform.</p>

Requirements:
<p>EDUCATION/QUALIFICATIONS:</p> <ul style="list-style-type: none"> ▪ Teacher Registration (South Australia) ▪ Teacher Accreditation in Catholic Education SA (including completion of the Grad Cert in Catholic Education within 5 years of appointment) ▪ Keeping Safe: Child Protection Curriculum ▪ Approved Responding to Risks of Harm Abuse and Neglect Education and Care Training (RRHAN-EC) ▪ Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines ▪ Completion of required Core Training programs prior to, or as soon as possible after appointment.

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Significant Working Relationships:

- College Leadership
- Heads of Department
- Year Level Directors
- College Staff
- Students
- Parents

Key Areas of Work

TEACHING AND LEARNING:

Teachers at St Michael's College will:

- Contribute to a culture of academic excellence in the quality and delivery of the programs, assessment tasks, and feedback.
- Demonstrate sound knowledge and skills in contemporary and inclusive pedagogies that promote engagement and learning for all students.
- Ensure that programs and practice meet the needs, interests and abilities of all students including Gifted and Talented and Inclusive Education Needs.
- Provide a balanced and challenging program relevant to the needs of the students (including developing Individual Learning Plans, as appropriate)
- Support students with Additional Learning Needs, working collegially with the Inclusive Education Team.
- Plan, teach, and assess authentic and differentiated learning experiences in alignment with the Australian Curriculum and the SACE.
- Adhere to the requirements of the Deadline Policy and where necessary, communicate with the parents.
- Maintain a positive learning environment, ensuring the development of appropriate learning experiences which foster curiosity and challenge.
- Be committed to and undertake personal and professional learning in order to implement contemporary and innovative practice to enhance student learning.
- Keep abreast of significant curriculum developments and make necessary changes to programs and/or pedagogy in light of these developments.
- Ensure that all programs, necessary resources, and assessments are on SEQTA, that SEQTA Marks Book is up to date and results are visible to students and parents on the SEQTA engage portals.
- Maintain accurate and comprehensive records of student progress and achievement and meet Assessment and Reporting timelines.
- Incorporate literacy, numeracy, technology (ICT), and general capabilities (Australian Curriculum and SACE), in the teaching program.
- Prepare subject learning plans and outlines which meet the requirements of the College, the Australian Curriculum, and the SACE.
- Work as part of a team to ensure units of work are developed in line with changes to curriculum.
- Work with students to create an attractive welcoming classroom environment

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STUDENT WELLBEING AND PASTORAL CARE

- Demonstrate a sound understanding of student wellbeing and pastoral care.
- Develop positive relationships with students and parents, ensuring frequent and timely communication, and keep parents informed regarding any matters of concern or celebration.
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk.
- Apply behaviour management skills, strategies and consequences in line with SACCS and College policy, which aims to re-establish positive expectations, behaviours and relationships.
- Engage with the Year Level Pastoral programs.

Key Areas of Work

OTHER PROFESSIONAL RESPONSIBILITIES

- Complete administrative tasks accurately and on time.
- Undertake supervision of duties punctually and diligently.
- Attend Staff meetings, Year Level meetings and Department meetings, Parent/Teacher/Student/Interviews and other agreed professional activities as appropriate.
- Maintain high standards of professionalism and high expectations.
- Be willing to participate in all aspects of College life and have the ability to develop positive relationships with students, parents/caregivers, colleagues, and the wider community.

OTHER:

- Perform other duties as required by the Principal and Deputy Principals.

OTHER CONDITIONS OF EMPLOYMENT:

OTHER PROFESSIONAL ACTIVITIES (OPA):

- Teachers are required to attend Staff meetings, Staff briefings, Year Level meetings, Department meetings, Parent/Teacher/Student/Interviews and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

CURRICULUM EXTENSION ACTIVITIES (CEA):

- Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

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Essential Job Required Capabilities

PEOPLE SKILLS / PERSONAL PRESENTATION / BEHAVIOURS:

- Excellent interpersonal verbal and written communication skills to act positively with the College community and be a positive role model and professional representative of the College at all times.
- Willingness to actively and positively uphold and contribute to the Catholic Lasallian culture and ethos of the College
- A “can do” attitude.
- Flexible, enthusiastic and highly motivated.
- Collaborative team-member.
- Friendly and engaging.
- Respectful of others.
- Ensure that confidential information is handled appropriately
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met. Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate professional dress
- Ability to work in a team.
- Conscientious and reliable.
- Student-focused attitude.
- Values driven.

Code Of Conduct and Responsibilities:

- Adherence at all times to *Catholic Education Code of Conduct*. The code applies standards for appropriate ethical and professional behaviour.
- Adherence at all times to the *Safeguarding Catholic Professional Standards*.
- Adherence at all times to the *Protective Practices for staff in their interactions with children and young people*.
- Fulfil all requirements of the Australian Professional Standards for Teachers. Operate in accordance with the *Charter for Teachers in SA Catholic Schools*.
- Meet and teach students at designated locations and times
- Appropriately assist students who are hurt, sick or in distress
- Understand the employer's requirements and act in accordance with SACCS (South Australian Commission for Catholic Schools) and the College's policies, guidelines and procedures.
- Enhance the College's relationship with external stakeholders through positive interactions and communication.



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Work, Health and Safety (WHS):

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As an employee of St Michael's College, while at work you must:

- Meeting the WHS requirements of the College.
- 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.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

As an employee of St Michael's College, all staff are responsible for:

- Meeting the WHS requirements of the College.
- Demonstrating safe behaviours at all times.
- Complying with the College's standards and procedures in WHS.
- Demonstrating effective performance in achieving agreed WHS goals in support of College standards.
- Reporting all WHS incidents.

SIGNED (Principal or Delegate) _____ **Date** _____

SIGNED (Employee) _____ **Date** _____