

■ community ■ challenge ■ choice



Temporary Relief Teacher Position Information Description (PID)

St Michael's College – Broad Purpose

Each employee will contribute to the realisation of the mission and vision of the College through the daily living out of College values, the modelling of professional behaviour, the support for College initiatives, the application of College policies, and the implementation of operational procedures.

None of these can be accomplished through the efforts of any one individual. Only a collaborative approach will bring success.

The purpose or mission of the College has its roots in the Catholic nature and the traditions of the De La Salle Brothers. The values that provide direction and meaning to all our actions are those expressed in the Gospels. In living out these values, members of the College community contribute towards a just society.

Requirements:

EDUCATION/QUALIFICATIONS:

- Teacher Registration (South Australia)
- Approved Responding to Abuse and Neglect Education and Care Training (RAN-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.

Significant Working Relationships:

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

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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 delivering of lessons meet the needs, interests and abilities of all students including Gifted and Talented and Special Needs.
- Support students with Special Needs, working collegially with the Learning Support and Pastoral Teams.
- Plan, teach, and assess authentic and differentiated learning experiences in alignment with the Australian Curriculum and the SACE (as appropriate).
- Adhere to the requirements of the Deadline Policy and where necessary, communicate with staff members (as appropriate).
- Maintain a positive learning environment, ensuring appropriate learning experiences which foster curiosity and challenge.
- 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 (as appropriate).
- Meet Assessment and Reporting timelines (as appropriate).
- Incorporate literacy, numeracy, technology (ICT), and general capabilities (Australian Curriculum and SACE), in the teaching program (as appropriate).
- Prepare subject learning plans and outlines which meet the requirements of the College, the Australian Curriculum, and the SACE (as appropriate).
- Work as part of a team to ensure units of work are developed in line with changes to curriculum (as appropriate).

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 and relevant staff 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 in line with College policy, which aims to re-establish positive expectations, behaviours and relationships.
- Engage with the Year Level Pastoral programs (as appropriate).

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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 (negotiated with the Deputy Principal) (as appropriate).

CURRICULUM EXTENSION ACTIVITIES (CEA):

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

Essential Job Required Capabilities

PEOPLE SKILLS AND PERSONAL PRESENTATION:

- Excellent verbal and written communication.
- A "can do" attitude.
- Flexible, enthusiastic and highly motivated.
- Collaborative team-member.
- Friendly and engaging.
- Respectful of others.
- Appropriate professional dress

BEHAVIOUR:

- Ability to work in a team.
- Conscientious and reliable.
- Student-focused attitude.
- Values driven.



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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*.
- Operate in accordance with the *Charter for Teachers in SA Catholic Schools*.
- 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.

Work, Health and Safety (WHS):

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: _____