

Teacher – Secondary

ROLE DESCRIPTION

ROLE TITLE: Teacher - English

EMPLOYMENT: Replacement Contract – 20 July 2026 – 11 December 2026

RESPONSIBLE TO: Reporting to the Deputy Principals

KEY RELATIONSHIPS: **Internal:** Principal, Deputy Principals, College Leadership Team, Teaching Staff and Administration Staff

External: College community, families and visitors, and other service providers

LOCATION: Based at the Secondary Campus

ABOUT ST MICHAEL'S COLLEGE

St Michael's College is a member of the global Lasallian family. We are committed to create a welcoming, inclusive Lasallian community, aligned with strategic commitment to optimise student experiences and outcomes.

Our commitment is to provide opportunities that will prepare students to be compassionate and enthusiastic participants in society who prioritise service to others, especially the marginalised and those in need. Guided by Lasallian teachings, enriched by contemporary educational theory and practices, students, staff and families are empowered to flourish and find success.

POSITION SUMMARY:

Teachers will work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate positive learning by students and engage in educational reform.

DUTIES

Teachers at St Michael's College are required to:

- 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 meet the needs, interests and abilities of all students including those Gifted and Talented and those with 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 College expectations and those of the Australian Curriculum and the SACE
- 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
- Use a variety of assessment and reporting methods to regularly monitor learning process
- 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
- Adhere to the requirements of the Deadline Policy and where necessary, communicate with the parents
- Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school
- 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
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness

- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities as required
- Any other tasks as directed by the Principal or their delegates

STUDENT WELLBEING AND PASTORAL CARE

- Demonstrate a sound understanding of student wellbeing and pastoral care
- Develop positive and effective relationships with students and parents/caregivers, ensuring timely communication, keeping 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
- Consistently 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

PROFESSIONAL RESPONSIBILITIES

- Teachers are required to attend Staff meetings, Staff briefings, Year Level meetings, Learning Area meetings, Parent/Teacher/Student/Interviews and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement
- Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement
- Complete administrative tasks accurately and on time
- Undertake supervision of duties punctually and diligently
- Maintain high standards of professionalism and high expectations
- Work effectively as a member of the College team to actively and positively support school activities
- 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
- Perform other duties as required by the Principal and Deputy Principals

PERSONAL CAPABILITIES

- Commitment to the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Good 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
- Proficient levels of IT skills in an educational context
- Ability to communicate effectively to engage with staff, students and parents ensuring confidentiality
- Commitment to life-long learning and professional development
- 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
- Demonstrated commitment to the co-curricular programme of the College
- Adhere to the College Staff Dress Code.

EVIDENTIARY REQUIREMENTS

Essential

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- Teacher Accreditation in Catholic Education SA (including completion of the Grad Cert in Catholic Education within 5 years of appointment)
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Keeping Safe: Child Protection Curriculum
- Applicable First Aid Certificate relevant to the role requirements
- Completion of required core training programs prior to, or as soon as possible after appointment

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

WORKPLACE 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.

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

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: November 2023