Mary MacKillop College
Kensington

Position Information Document

Replacement Teacher

Position Title:	Replacement Teacher Year 8-10 Home Economics, Stage 1 Food & Hospitality & Stage 1 Child Studies
Tenure:	30 April 2018 – 14 December 2018
Full Time/Part Time :	0.60 FTE Semester 1 with Semester 2 2018 to be confirmed following timetable confirmation

College Vision Statement

Mary MacKillop College is a School Community that welcomes all in the name of Jesus Christ, strives to develop the potential of each individual, responds to the needs of the individual, has a commitment to simplicity of lifestyle and has a special concern for those most in need.

Conditions of Employment

In accordance with the 2017 Enterprise Agreement.

Role Purpose

The role of the teacher is to provide quality education and care for students.

Role Responsibilities

Responsibilities for teachers are in the areas of Catholic Identity, learning , pastoral care, assessment and reporting, professional learning, policy and administration .

Catholic Identity

- Support the Catholic ethos of the College and the Charism of the Sisters of St Joseph.
- Support the liturgical dimension of the College in a variety of ways including participation in Eucharistic celebrations and through the nature of relationships developed with members of the community.
- Attend whole school Eucharistic celebrations such as College Opening Eucharist and Feast Day.
- Attend retreats relevant to year levels taught.

Pastoral Care

- Develop quality relationships with students by establishing a safe, supportive, challenging and optimistic learning environment where all students are accepted, respected and valued at all times.
- Ensure duty of care is maintained.
- Follow restorative practices in relationships with students.
- Use information regarding student wellbeing in order to provide pastoral care.
- Follow procedures associated with managing students at risk and in such situations, work closely with relevant members of the Pastoral Care Team.
- As a member of a House be involved in activities to help foster a positive, community focused and team orientated environment.

- Attend camps relevant to year levels taught.

Learning

- Plan for effective learning in accordance with student needs and the College Curriculum.
- Have a high level of content knowledge.
- Adopt a repertoire of techniques appropriate to the material to be learned and the level of learning styles of the students to make learning challenging, enjoyable, vivid and real, including the use of contemporary tools such as ICT that have been demonstrated to engage students in more effective learning in and outside of school.
- Be aware of the learning needs of students and cater for the diversity in the learning abilities within each class.
- Prepare explicit and detailed individual education plans (IEPs) for students requiring this support.
- Set clear and appropriate learning goals.
- Have high expectations, expect students to put effort into their learning and be committed to every student's success regardless of their background.
- Structure and pace teaching and classes to match the personal needs of all students to assist them to move from where they are now to higher levels of competence.
- Support students to take increased responsibility for the management of their own learning and monitor learning themselves.
- Maximise each student's engaged learning time by making each and every lesson count and emphasising that learning and teaching is the purpose of the lesson.
- Produce resources to be used each class, share resources with team members and ensure they are documented centrally for future reference.
- Review student data in order to plan for the ongoing improvement of student learning outcomes.
- Utilise the College's Learner Management system, SEQTA, for planning teaching and learning, assessment and reporting

Assessment & Reporting

- Plan and assess for effective learning in accordance with College and Learning Area practices.
- Constantly monitor students' learning to determine strategies for further improvement and growth and provide feedback which recognises what the student has achieved.
- Provide learning recommendations through various forms including formative and summative assessment, Parent, Teacher, Student Interviews and through the College reporting system.
- Ensure consistency of assessment through processes such as cross marking and team discussion.

Professional Learning

- Willingly update learning and teaching pedagogy to use the most appropriate strategies that support student learning including the use of ICT.
- Maintain up to date knowledge and understanding of the SACE and the Australian Curriculum.
- Make a commitment to professional learning associated with all school matters including Work, Health & Safety, wellbeing, school organisation and other professional themes.
- Be a reflective practitioner that engages in ongoing planning, evaluation and implementing improves strategies for the learning program.
- Reflect upon NAPLAN and SACE results to develop improved learning strategies that lead to enhanced student learning outcomes.
- Share outcomes of professional learning with colleagues.

Policy & Administration

- Support and implement College policies and the contents of the Staff Handbook.
- Keep up to date with the College Calendar.
- Fulfil professional obligations in terms of supervision of students in class and on yard duty.
- Attend meetings and briefings to ensure effective communication is achieved.
- Support special College events such as Feast Days, Awards Assembly and other evening events as required.
- Act as an ambassador for the College through school promotions such as Open Day.

Perform any other duties as required by the Principal.

As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Work Health & Safety

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 27 & 28 WHS Act 2012

Specific Requirements

- An empathy and understanding of the Josephite tradition of the College.
- Either experience or a passion to work with girls in a range of pastoral care initiatives.
- Be willing to adopt and use the principles of Restorative Justice.
- Be willing to adopt and use the principles of Positive Education.
- Be willing to support and work effectively with the Principal and College Leadership Team.
- Be able to maintain confidentiality when dealing with sensitive student issues.
- Excellent interpersonal and communication skills.
- Excellent organisation skills.

Acquire and maintain:

- Police clearance to work in Catholic Education SA
- Approved *Responding to Abuse and Neglect* training
- First Aid training
- Teachers Registration

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Performance Review

The employee must undertake performance review on an annual basis. On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature:		Date:	
Principal Signature:		Date:	
Role Review Date:			
Performance Review Date:			