



Position Information Document - Teacher

Position Title:

Employment: Permanent Replacement Temporary

Start Date:

Full/Part Time:

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.

Key Working Relationships

- School Leaders
- School Staff
- Students
- Parents

Broad Purpose

Work collaboratively with colleagues, parents/caregivers and other educational agencies and personnel to facilitate learning by students and engage in educational reform.

Description of Position:

The teacher is responsible to the Principal through the relevant members of the Leadership Team and PORs, for the:

- Development and implementation of the designated areas of curriculum
- Teaching of these areas to designated groups of students
- Students', fellow employees' and his/her health, safety and welfare
- Maintenance of any place or equipment designated or chosen for specific activities

Key Areas of Work

The teacher will:

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learners needs
- Develop and maintain working relationships
- Provide a balanced and challenging program relevant to the needs of the students
- Assess, record and report learner achievement
- Establish structures and processes to achieve a productive learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately

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

- Support the ethos of Mary MacKillop College

Working with Colleagues

- Work collaboratively and respectfully in Year Level Teams and Learning Areas
- Work collaboratively and respectfully with all staff
- Provide support to other staff members as appropriate
- Contribute to and participate in staff professional development

Teacher Duty Statement

Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Have a commitment to uphold and contribute to the ethos of Catholic schools
- Have a commitment to uphold and contribute to the ethos of Mary MacKillop College

Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures

- Complete administrative tasks accurately and on time including record keeping

Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher

- Appropriately assist students who are hurt, sick or in distress
- 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

2. 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 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
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice

3. Classroom Management and Behavior 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 suite 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 College Policies and SACCS Policy for the Development of Personal Responsibility (2001)
- Respond appropriately to student behaviour



Mary MacKillop College Kensington

- 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

4. Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- 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
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

5. Interaction with the school and broader community

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others
- Work effectively as a member of a school team in a range of school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas

Occupational Health Safety & Welfare

Commitment

- Support the development and maintenance of a best practice OHS&W culture within the workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for OHS&W and maintenance in any area or classroom designated
- Provide appropriate OHS&W training for persons using designated areas Legal and Policy Requirements
- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in OHS&W plans as required

Performance and Training

- Participate in relevant OHS&W training programs
- Provide appropriate OHS&W training for persons using designated areas
- Include OHS&W goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual



- Participate in the investigation of potential hazards, dangerous occurrences, OHS&W incidents and near misses in accord with the Catholic Church Safety Manual

Consultation

- Raise OHS&W issues with their work colleagues, supervisor, or local OHS&W committee and assist with their resolution.
- Regularly discuss OHS&W issues with other staff at staff meetings
- Regularly consult with colleagues on OHS&W issues and actively participate in OHS&W committees if required

Monitoring

- Monitor and evaluate their OHS&W performance
- Monitor the health, safety and wellbeing of work colleagues to ensure they can undertake their work safely
- Participate in workplace OHS&W inspections/audits and assist in the maintenance of OHS&W facilities, resources, equipment and information
- Monitor workplace OHS&W performance and progress of the OHS&W action plan for the site

Specific Requirements

Subject Teachers are to acquire and maintain:

- Police clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect Training
- First Aid training
- Teachers Registration
- Teachers Accreditation in Catholic Education SA
- Comply with OHS&W expectations and standards
- Perform any other duties as required from time to time by the principal

Other:

- Perform any other duties as required from time to time by the Principal

Performance Review

The employee must undertake a 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: