



Senior School Teacher (Years 7-12)

The responsibilities in this Duty Statement are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College. This position will report directly to the relevant Subject Coordinator. The Senior School Teacher will positively and actively engage in a culture of professionalism with a focus on working with staff in the pursuit of articulated strategic goals and maintaining and lifting academic expectations of students.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

Basic Role Purpose

The Senior School Teacher is responsible for demonstrating commitment to the Catholic ethos of the College and supporting the development of virtues within its students.

The Senior School Teacher is responsible for the planning, preparation and teaching of courses and programs within their relevant key learning area(s) across Years 7-12 to achieve specific outcomes for students within their classes. The Teacher effectively engages students and contributes to the pastoral care and cocurricular programs of the College.

Major Responsibilities and Accountabilities

Duties of the position include, but are not limited to:

- Provides the appropriate duty of care and supervision to the students in their charge;
- Supports the continuing development of the College as a centre of quality teaching and learning, including:
 - Creates a learning environment which stimulates learning and promotes and highly values excellence, where students are both challenged and supported, and want to learn;
 - Develops courses and programs in harmony with the values and the educational purposes of the College, and in cooperation with fellow teachers in their faculty;
 - Works collaboratively, sharing and developing teaching resources within their faculty in the Senior School;
 - In consultation with the Studies Coordinator, plans a consistent, coherent and relevant learning program covering their key learning area, which fosters a purposeful progression in learning, and meets the specific needs, enrichment and learning styles of the students;
 - Keeps sound records of courses and programs and completes all relevant documentation, including registers;

- Actively engages students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students and the students themselves – it is hands-on and exploratory, and provides for opportunities of creative and dramatic expression;
- Integrates information skills into all learning and teaching, implementing Information and Communication Technology in the curriculum where appropriate;
- Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff and in keeping with the College assessment procedures and guidelines;
- As a member of a professional academic team, ensures that reports are accurate and meet deadlines;
- Uses a range of assessment and evaluating techniques regularly and fairly;
- Supports the Assistant Principals in delivering and promoting coordinated and integrated pastoral care and behaviour management systems within the College, and participates with other Senior School Teachers in the College's pastoral and wellbeing programs for students where appropriate;
- Is directly responsible for the pastoral care of a group of students in a nominated year group or is associated with a nominated year group and assists the Year Coordinator in general pastoral duties, including (but not limited to) attending year group meetings, events and activities. If directly responsible for a pastoral group, the duties include:
 - Supervision of a pastoral group and attendance at year group meetings, events and activities;
 - Monitoring and reporting on individual student progress;
 - Liaison with parents on pastoral and academic matters as they arise;
 - Working with other members of staff to support the pastoral needs of the individual student;
 - Participation in the planning, implementation and evaluation of the pastoral program;
- Efficiently and effectively carries out the administrative requirements associated with classroom teaching, as well as being a member of the wider College community. This includes, supporting and implementing Senior School and wider College policies and procedures;
- Participates enthusiastically in the general and daily life of the College, supporting it formally and informally within and beyond school, sharing duties and responsibilities, demonstrating flexibility and generosity and undertaking collegial responsibility for students;
- Is involved in the cocurricular activities offered to students at the College, will give time to the College after school and/or on the weekends to fulfil their cocurricular obligations (sport and/or activity), and in consultation with the Senior School Sportsmaster and the relevant Convenor, plans and delivers a consistent, coherent and relevant program in their area of cocurricular activity;
- Keeps informed of current developments in educational thinking, curricular and teaching practice, as well as the "holistic" development and welfare of children;
- Actively and regularly participates in the College professional learning program and wider professional learning and training opportunities;



- Contributes to the professional development of other staff members within the College by sharing knowledge, ideas and resources, and working as a member of a team.
- Teachers of Visual Arts, Languages, Performing Arts, Personal Development Health & Physical Education and Technology and Applied Studies may be required to teach across Stages 3 to 6.

Other duties as assigned from time to time by the Principal

Reviewed: September 2021

