



St Catherine's School

## POSITION DESCRIPTION

### VCE ENGLISH TEACHER

Department	English	Reports to	Head of English
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	<b>School Values:</b> Integrity, Curiosity, Perseverance, Empathy, Gratitude  'A St Catherine's student approaches her dealings with all others with absolute and unwavering <b>integrity</b> . She approaches both her work and the world around her with a sense of <b>curiosity</b> . She will always <b>persevere</b> , even when the path ahead seems challenging. She displays genuine <b>empathy</b> and <b>gratitude</b> at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

## Introduction

The English Teacher must be an innovative, passionate, and collegial teacher, who is responsible for providing a classroom environment that is challenging and engaging.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values and traditions and our Culture of Thinking.

We seek to appoint a highly skilled professional, who embraces school life and contributes to the community.

## SPECIFIC RESPONSIBILITIES

- Teach classes as timetabled, ensuring appropriate curriculum delivery and assessment practices in line with the Faculty's curriculum statements and the School's policies and procedures.
- Have good knowledge of effective English pedagogy.
- Attend all Faculty Meetings and staff meetings (regular meetings are held during the year).
- Work closely with and support the work and educational aims of the Head of Faculty.
- Assist with the Faculty's contribution to all School Community events, such as Tour Mornings, Parent Teacher Interviews and a range of Information Evenings as required.
- Engage regularly in Professional Development (subject specific and wider educational).
- Complete all documentation as required, ensuring sound record keeping and management of resources.
- Participate in the Annual Review system for teachers.
- Participate in the School's Co-curricular Program.
- Communicate effectively with students, parents, and staff.
- Show a preparedness to take on coordination of a Year level with the Faculty.

## Key Tasks

- Apply knowledge of contemporary pedagogy to facilitate and enhance learning experiences.
- Assist in the design and the implementation of the St Catherine's School English curriculum.
- Differentiate resources, classroom activities & assessments to support all learners.
- Be available to give students individual assistance outside of class time, as required.
- Meet all deadlines in relation to assessment and continuous reporting as specified by the Head of Faculty and Director of Teaching and Learning.
- Assess and return student work fairly, efficiently, comprehensively and in a timely manner.
- Work within specified assessment guidelines (following set criteria for the award of grades, following department assessment methodology, including cross marking and the setting of examinations and tests).
- Participate and assist in the development and planning of English activities within the team.

## Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

## Key Selection Criteria

- Current VIT Registration.
- Previous experience teaching English years 7 – 12.
- Experience teaching junior Humanities is highly desirable.
- A current knowledge of Australian Curriculum imperatives as they impact on English.

- Knowledge of contemporary pedagogy and willingness to embrace the St Catherine's Teaching for Thinking culture.
- Well-developed classroom management strategies which enhance student engagement and outcomes.
- An active supporter of and contributor to a collegial work environment.
- Demonstrated innovative use of ICT to enrich learning.
- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.

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