



# Position Description: Secondary Teacher

**Position Objectives:** Is committed to the College’s mission and vision and has primary responsibility to deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.

**Incumbent:**

**Reports to:**

## All St Kevin’s staff are required by their position to:

- Demonstrate commitment to the College’s vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

## Key Responsibilities:

<p><b>Leadership and management</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for the achievement of the College vision and goals through the development and delivery of high quality teaching and learning outcomes for all students</li> <li>• Contribute to the development and implementation of College objectives and planning</li> <li>• Embrace and enhance the position of the College as a leading provider of education</li> <li>• Exercise discretion and confidentiality in regards to information</li> <li>• Establish and maintain a supportive school environment</li> <li>• Have a broad knowledge of the life of the College</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• Plan, prepare and deliver effective learning and teaching programs that provides students with opportunities to observe, question and investigate</li> <li>• Establish clear objectives for all lessons and communicate these to students</li> <li>• Plan and implement an education program that follows curriculum guidelines and engages students and offers a range of learning choices</li> <li>• Adapt teaching methods and instructional materials to meet students’ varying abilities and interests</li> <li>• Show written evidence of class preparation upon request of Faculty Head or Director of Studies.</li> <li>• Meet minimum requirements for class portal pages and feedback for students</li> <li>• Prepare, administer and grade tests and assignments to evaluate students’ progress</li> <li>• Responsible for the care, welfare, academic oversight and guidance of students in their classes</li> <li>• Observe and evaluate student’s performance, behavior, social development and wellbeing. Report concerns to the student’s Tutor or House Head/Year Level Coordinator</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work closely with other teachers to provide support and ensure a consistent approach to common expectations is maintained</li> <li>• Be part of a student's pastoral care and be prepared to assist students to develop their potential</li> <li>• Be prepared to develop a knowledge of each of the students in their care and be prepared to meet with parents or carers to discuss their children's progress</li> <li>• Responsible for the maintenance and good order of College rules within the classroom</li> <li>• Follow all administration policies governing students including maintaining accurate and complete student records</li> <li>• Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries and damage</li> <li>• Ensure College expectations regarding study habits, dress, behaviour and respectful relationships are maintained</li> <li>• Attend and actively contribute to scheduled Faculty and Department meetings</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• Foster quality relationships with students, staff and parents</li> <li>• Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives</li> <li>• Maintain a relationship centred approach to education</li> <li>• Participate in Committees as required</li> <li>• Provide prompt, accurate and professional responses to students, staff and parents</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Lead regular risk assessments of College sporting facilities to ensure compliance with Child Safe Standards and contribute to a safe environment for all students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Coordinate scheduled risk assessments across all sporting, outdoor and changing spaces to ensure requirements remain current and any issues are escalated and actioned.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Abide by the St Kevin's College Code of Conduct.</li> <li>• As required, attend College meetings, conferences and after school events, faith days and liturgies.</li> <li>• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal or Deputy Principal (Operations)</li> <li>• Be available on call during the term break and other 'out of school hours' times for situations that may arise</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal and their delegates</li> </ul>

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## Selection Criteria:

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An extensive knowledge and passion for the teaching area</li> <li>• Registered Teacher in Victoria (or eligible for registration)</li> <li>• Anaphylaxis and First Aid Training</li> <li>• Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification in education</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li> <li>• Demonstrates a respect for and acceptance of difference in students, parents and staff</li> <li>• Well-developed decision making skills</li> <li>• Good oral and written communication skills, including ability to build rapport and communicate with students, parents and the College community</li> <li>• Very good organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> <li>• Proven ability to integrate IT into the curriculum and teaching practice</li> <li>• Ability and willingness to accept policy directives</li> </ul>