



## Subject Teacher

### OVERVIEW

Star of the Sea College is a Catholic Independent girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries. The College has a rich tradition of educating students to make a difference in the world and work for justice.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Annual Action Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

### CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT).

Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

### MAJOR AREAS OF RESPONSIBILITY

The Subject Teacher has the following responsibility to:

- **Curriculum:** We are a community of learners, who have a passion for learning, sharing knowledge, celebrating achievement, encouraging future growth and striving for excellence.
- **Pedagogy and Technology:** We value personalised learning that is rigorous, relevant and engaging and provides ongoing support, challenge and success for all students. We encourage creativity and critical thinking, where risk-taking and problem solving is valued as an important contribution to learning. We create a variety of opportunities to engage in self-reflection to assist in the development of meaningful learning.



- **Student Learning, Wellbeing and Child Safety:** We have a dynamic and holistic approach to life. We are responsive to the needs of others, strive for justice and empower young women to make a difference in the world. We promote independence, interdependence and self-confidence through collaboration and effective communication.
- **Professional Engagement:** Star Teachers build authentic relationships founded on care, compassion and mutual respect.
- **Assessment and Reporting:** Teachers assess, provide feedback and report on student learning, as outlined in College policy.

**DUTY STATEMENT**

The following duties are aligned with the major areas of responsibility.

<p><b>Curriculum:</b></p> <p><i>Develop relevant and innovative curriculum that seeks to challenge students and engage them in real world learning activities. Support differentiation and personalisation of the curriculum. Engage in respectful dialogue. Instill the skills and confidence necessary to work effectively in both collaborative and individual setting.</i></p>	<ul style="list-style-type: none"> <li>• Understand and adhere to State and National course requirements.</li> <li>• Provide evidence of lesson preparation to the Director of Learning or Faculty Leader, as requested.</li> <li>• Plan, develop, review and evaluate curriculum, in consultation with the Faculty Leader, in subject areas and at year levels, as relevant (including shared drive and learning management system resources).</li> <li>• Develop assessment instruments in a Collegial manner, where whole group testing takes place.</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum using College structures.</li> <li>• Share teaching and learning resources, ensuring that all students of that subject are afforded access to the same materials.</li> <li>• Work with colleagues to review current teaching and learning progress using student feedback and student assessment data.</li> <li>• Attend subject meetings, as scheduled.</li> <li>• Fulfil co-curricular requirements in accordance with College guidelines.</li> </ul>
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<p><b>Pedagogy:</b></p> <p><i>Demonstrate a love of learning and a passion for our learning area. Validate and celebrate all achievements in our community. Foster curiosity and deep thinking by creating an environment where students are encouraged to question, explore and appreciate learning through inquiry.</i></p>	<ul style="list-style-type: none"> <li>• Help to develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs.</li> <li>• Employ a variety of strategies to effectively implement the curriculum.</li> <li>• Give appropriate time for lesson preparation and organisation.</li> <li>• Embrace the use of information and communications technologies to enhance their effectiveness, formulate professional learning goals in response to classroom observations, student feedback surveys and the College’s Strategic Plan.</li> </ul>
<p><b>Student Learning, Wellbeing and Child Safety:</b></p> <p><i>Respect, value and support the diversity of learners and learning activities at Star. Recognise that learning and teaching contributes to each student recognising her place as a responsible, global citizen. Care for all members of our community and uphold the dignity of each individual. Instill a sense of belonging, identity and pride amongst our students.</i></p>	<ul style="list-style-type: none"> <li>• Be an active participant in the College’s wellbeing system as specified in the Wellbeing Policy in a manner which reflects Presentation values.</li> <li>• Work with the Director of Student Wellbeing and the Deputy Principal - Students to promote student wellbeing.</li> <li>• Provide, in conjunction with Learning Support, adjustment of curriculum or assessment for identified students.</li> <li>• Liaise with appropriate support staff, such as Learning Diversity and Library Services, where appropriate, in the implementation of the curriculum.</li> <li>• Implement strategies and expectations which promote a positive learning environment.</li> <li>• Provide students with a child-safe environment.</li> <li>• Be familiar with and comply with the College's Child Safety Policy and Child Safety Code of Conduct, and all other policies or procedures relating to child safety.</li> <li>• Proactively monitor and support student wellbeing.</li> </ul>



<p><b>Assessment and Reporting:</b> <i>Embrace opportunities that provide timely and constructive feedback to develop a community of reflective and responsive learners.</i></p>	<ul style="list-style-type: none"> <li>• Select from an effective range of strategies to provide targeted feedback based on informed and timely judgements of each student’s current needs, in order to progress learning.</li> <li>• Organise assessment moderation activities that support consistent and comparable judgements of student learning.</li> <li>• Work with colleagues to use data from internal and external student assessments for evaluating learning and teaching, identifying interventions and modifying teaching practice.</li> <li>• Work with colleagues to construct accurate, informative and timely reports to students and parents or carers about student learning and achievement, through approved communication channels and Parent Support Group meetings.</li> <li>• Be proactive in establishing and maintaining timely and effective communication with parents and in attending formal parent teacher student meetings.</li> </ul>
<p><b>Professional Engagement:</b> <i>Are active members of our profession who seek to improve student learning and engagement through a commitment to 21st Century pedagogy, facilitated by ongoing professional learning.</i></p>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the standards of professional practice, as articulated in the AITSL Australian Professional Standards for Teachers.</li> <li>• Maintain excellent communication and relationships with students and staff.</li> <li>• Have knowledge of current teaching practice, informed by awareness of relevant research in the field.</li> <li>• Commit to ongoing professional learning in the field.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal and feedback processes.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor and supporting student teachers.</li> <li>• Undergo First Aid training and maintain its currency.</li> <li>• Create and maintain a safe environment in which students may enjoy their participation, both in class and out of class activities.</li> </ul>



<p><b>General Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"><li>● Keep accurate records of student attendance.</li><li>● Ensure compliance with OH&amp;S policies and procedures.</li><li>● Have a duty of care for the behaviour of all students.</li><li>● Have a duty of care for the appearance of students and model appropriate dress by adhering to the dress code as published in the Staff Manual.</li><li>● Attend scheduled staff meetings and relevant House meetings and Mentor group meetings</li><li>● Participate in Retreat/Spiritual programs and Mentor Group camps, as required by the College, on at least an annual basis.</li><li>● Undertake Supervisions, such as Yard, Transport and Library Supervision, as rostered.</li><li>● Attend whole College, Year Level and House events such as Liturgies, Assemblies and Athletics event, as directed</li><li>● Adhere to all College policies as published in the shared drive.</li><li>● Be onsite during working hours, for the purposes of lesson planning and organisation.</li><li>● When undertaking co-curricular duty:<ul style="list-style-type: none"><li>○ act as a role model for participating students;</li><li>○ keep accurate records of student attendance and participation in the activity;</li><li>○ where appropriate, nominate participating students for awards.</li></ul></li></ul>
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### CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Subject Teacher will be due to capabilities across a broad range of the following areas:

#### Attributes

- Respect for the Mission, identity and Guiding Principles of education in the Presentation tradition at Star of the Sea College.
- Passion for teaching.
- Tenacious and resourceful approach to work.
- Perseverance, sensitivity, courage and patience in the face of complex and difficult situations.
- Authenticity, trustworthiness and reliability.
- Optimism, confidence and enthusiasm when motivating others.

#### Dispositions

- Vision for the subject informed by Star of the Sea College's Learning Charter.
- Collaborative and flexible participation in professional settings.
- Openness to change and to learning in all situations.
- Approachable and active listener.
- High level of motivation to ensure learning and teaching standards foster student achievement and success.
- Determination to achieve the goals set for success each year.
- Empathy and commitment to the learning needs of students.

#### Knowledge and Understandings

- Comprehensive knowledge of the subject curricula for Years 7 – 12.
- Knowledge of the College's policies that may impact on the teaching of subjects within the faculty.
- Knowledge of child safety policies and procedures and mandatory reporting obligations.
- Understanding the importance of communication with your Faculty Leader when managing challenging student or parent issues.



### Skills and Capabilities

- Proven record as an exemplary teacher.
- Ability to work collaboratively, flexibly, independently and creatively in a demanding environment.
- Excellent capabilities in the integration of technology appropriate to contemporary education.
- Capacity to multi-task and pay close attention to detail.
- Ability to implement effective and efficient work practices.
- Capacity to maintain professional relationships with organisations on behalf of the College, where necessary.

### NOTES

- It is anticipated that the Subject Teacher will, at times, be required to undertake other duties related to the role as directed by the Principal or the Faculty Leader.
- It is expected that the Subject Teacher undertakes regular professional learning in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
- The Subject Teacher is expected to comply with legislation related to occupational health and safety practices and participate in consultative processes to ensure a child safe environment and workplace safety for staff and students.
- This position will, from time to time, require attendance outside of normal hours.

### CONDITIONS OF EMPLOYMENT

<b>Direct Report To</b>	Faculty Leader
<b>Qualifications</b>	Valid Victorian Institute of Teaching (VIT) Registration Relevant teaching qualification
<b>Classification</b>	Classroom Teacher Level 1 - 2, depending on teaching experience.
<b>Salary</b>	<i>Entitlements under the Catholic Education Multi Enterprise Agreement (2022)</i>
<b>Approved By</b>	Principal
<b>Version</b>	July 2025