



# Position Description



## Teacher

<b>Reports To</b>	Learning Area Leader
<b>Position Classification</b>	Teacher
<b>Salary Level</b>	T1-1 to T2-6 (\$79,589 to \$118,063 depending on experience)
<b>Conditions</b>	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

### Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

### Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

### Position Summary

Teachers are appointed by the Principal and are expected to collaborate with relevant leaders and teams to support effective teaching and learning, and to implement the school's strategic directions and policies.



The responsibilities of a Teacher at St Columba's College draw on the seven areas which the Australian Institute for Teaching and School Leadership (AITSL) has determined as the main attributes needed by the Teaching Profession. These responsibilities pertain to:

### Professional Knowledge

- Know students and how they learn.
- Know the content and how to teach it.

### Professional Practice

- Plan for and implement effective teaching and learning.
- Create and maintain supportive and safe learning environments.
- Assess, provide feedback and report on student learning.

### Professional Engagement

- Engage in Professional Learning.
- Engage professionally with colleagues, parents/carers and the community.

The specific responsibilities and expectations pertaining to each of these standards can be found [Australian Professional Standards for Teachers](#).

## Key Accountabilities

### As a Staff Member

- Carry out duties in a responsible and professional manner consistent with the ethics of the teaching profession.
- Be aware of and show respect for the principles of Catholic Education and Mary Aikenhead Ministries Educational Philosophy.
- Act in a manner that is consistent with and supportive of the Vision, Mission and Values of the College.
- Demonstrate effective communication skills with students, colleagues, parents and others.
- Work effectively as a member of a school team in a range of school activities outside the classroom which extend students' educational experience.
- Demonstrate accountability for all aspects of professional practice and seek to continuously refine and improve practice.
- Understand and act in accordance with College policies, strategic intent, goals and procedures.
- Participate in a breadth of professional learning activities that meet student, personal and school goals, including the College's Performance and Growth Program.
- Participate in official College functions that are part of a staff member's professional duties.
- Encourage the growth of confidence in the College by developing in the students a sense of pride in its history, values and educational reputation.
- Maintain the resources of the College – rooms, furniture, and equipment.
- Participate in decision making and curriculum policy development by collaborating in collective efficacy.
- Ensure all actions align with the College's sustainability initiatives (Laudato Si).



## As a Subject Teacher

- Demonstrate sound knowledge of relevant discipline areas and school goals applicable to their teaching.
- Apply contemporary and relevant materials, teaching methods and programs within the curriculum area being taught.
- Ensure that learning and teaching programs and practices reflect VCEA, VCAA, MAEA, the St Columba's College Learning and Wellbeing Framework, the St Columba's College Instructional Model and the St Columba's College Wellbeing Pillar.
- Proactively participate in collegiate Learning Area-based teaching teams to plan, develop, document and deliver courses using the College's Learning Management System according to published timelines each year.
- Know the characteristics of learners at different developmental phases and current educational strategies for addressing their learning needs and be responsible for the preparation and teaching of relevant and engaging lessons for all students.
- Work collaboratively with the Learning Diversity team to ensure the learning and wellbeing needs of learning diverse students are being met.
- Access and utilise data that informs the shape of the curriculum programs and contributes to building collective teacher efficacy.
- Use a variety of assessment methods and data to regularly monitor learning progress to set clear, challenging and achievable goals for students.
- Set and implement appropriate goals related to improving practice as part of the College's Performance and Growth Program.
- Actively engage in the coaching model through the Performance and Growth Program to support the ongoing growth of pedagogical practice, through classroom observations, team teaching, and coaching support.
- Understand and apply a range of technologies to enhance learning.
- Develop life-giving relationships and implement and maintain a classroom management plan, in line with the College's Student Management Guidelines.
- Support the pastoral care and wellbeing of the students and work in conjunction with House Teachers.
- Maintain accurate and comprehensive records of student attendance, progress and achievement, using the College Student Management and Learning Management System.
- Provide parents and students with detailed, accurate and informative written and oral reports, in line with the College Assessment and Reporting Policy.
- Communicate with Instructional Leaders, Learning Area Leaders, House Leaders, House Teachers and parents on student issues both pastoral and academic as they arise.

## Selection Criteria

- Demonstrate a dedicated adherence to the Catholic and Mary Aikenhead Ministries values and principles, actively engaging in the spiritual life of the College community.
- Possess knowledge and comprehension of contemporary pedagogies pertinent to educating girls.
- Utilise effective classroom management skills promoting positive education and a conducive learning environment promoting the wellbeing of all students.



- Utilise innovative teaching methodologies to engage students and enhance student outcomes.
- Demonstrate a passion for fostering intellectual curiosity and critical thinking among students.
- Collaborate with colleagues to create interdisciplinary learning opportunities.
- Incorporate technology effectively to support learning and teaching objectives.
- Provide constructive feedback and supports students' academic and personal growth.
- Actively participate in professional development activities to stay abreast of educational trends and best practices.

### Qualifications

- Bachelor of Education or equivalent
- VIT registration

### Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

### Team Membership

- Relevant Learning Area
- Learning and Teaching

### Other Requirements

- Professional Business attire

AUTHORISED BY PRINCIPAL  
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