



# POSITION DESCRIPTION

## TEACHER\_SECONDARY

### POSITION OBJECTIVES

To deliver high quality teaching and learning in a safe environment that enables students to achieve their full potential.

### KEY RESPONSIBILITIES

#### Leadership and management

- 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
- Contribute to the development and implementation of College objectives and planning
- Embrace and enhance the position of the College as a leading provider of education
- Exercise discretion and confidentiality in regards to information
- Establish and maintain a supportive school environment
- Have a broad knowledge of the life of the College

#### Teaching

- Plan, prepare and deliver effective learning and teaching programs that provides students with opportunities to observe, question and investigate
- Establish clear objectives for all lessons and communicate these to students
- Plan and implement an education program that follows curriculum guidelines and engages students and offers a range of learning choices
- Adapt teaching methods and instructional materials to meet students' varying abilities and interests
- Show written evidence of class preparation upon request of Faculty Head or Director of Studies.
- Meet minimum requirements for class portal pages and feedback for students
- Prepare, administer and grade tests and assignments to evaluate students' progress
- Responsible for the care, welfare, academic oversight and guidance of students in their classes
- Observe and evaluate student's performance, behavior, social development and wellbeing. Report concerns to the student's Tutor or House Head/Year Level Coordinator
- Work closely with other teachers to provide support and ensure a consistent approach to common expectations is maintained
- Be part of a student's pastoral care and be prepared to assist students to develop their potential
- 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
- Responsible for the maintenance and good order of College rules within the classroom
- Follow all administration policies governing students including maintaining accurate and complete student records
- Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries and damage
- Ensure College expectations regarding study habits, dress, behavior and respectful relationships are maintained
- Attend and actively contribute to scheduled Faculty and Department meetings

#### Relationship management

- Foster quality relationships with students, staff and parents
- Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives
- Maintain a relationship centred approach to education

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## KEY RESPONSIBILITIES

	<ul style="list-style-type: none"> <li>Participate in Committees as required</li> <li>Provide prompt, accurate and professional responses to students, staff and parents</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>Be familiar with and comply with Ministerial Order 1359, the school's child-safe policy and 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>Demonstrate duty of care to students in relation to their physical, social emotional and mental wellbeing</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Commit to ongoing professional development</li> <li>Be open to researching areas of innovation relevant to directions provided in the school's strategic plan and the role of contemporary education</li> <li>Continue development of ICT skills as technologies evolve</li> <li>Be an active member of relevant professional associations</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>Abide by St Kevin's College Ltd Code of Conduct</li> <li>Co-curricular activity is expected and remunerated. Two co-curricular activities (sporting/cultural programs) are required each year if full time, pro-rated for part time. These activities generally involve a weekend commitment for part of the year.</li> <li>Staff are expected to be Tutors which is a pastoral role caring for students. This is part of a teaching load and receives additional remuneration.</li> <li>Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>As a Tutor attend the relevant school camp for the tutor group (includes RICE Camp for Waterford staff).</li> <li>Be available on call during the term breaks and other 'out of school hours' times for emergency situations that may arise, noting that the beginning and concluding dates for each year is the gazetted date, or as negotiated with the Principal.</li> <li>Other duties as directed / negotiated by the Principal</li> <li>The College reserves the right to alter this position description as required to reflect emerging priorities</li> </ul>

## SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>Be fully supportive of the Mission, Objectives and Ethos of Catholic education within an Edmund Rice spirituality</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>Experience working with children</li> <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> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>An extensive knowledge and passion for 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 other:</b></p> <ul style="list-style-type: none"> <li>Post graduate qualification in education</li> </ul>

St Kevin's College

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Richmond 3121

9421 4319

Glendalough

75 Lansell Road  
Toorak 3142

9827 9808

St Peter's ELC

581 Toorak Road  
Toorak 3142

9822 0911

**Skills and Attributes**

- Ability to work as part of a team
- Presents a professional and positive demeanour and is a solution orientated person
- Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Well-developed decision making skills
- Good oral and written communication skills, including ability to build rapport and communicate with students, parents and the College community
- Very good organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Proven ability to integrate IT into the curriculum and teaching practice
- Ability and willingness to accept policy directives