

Position Description SUBJECT TEACHER

Context

At Our Lady of the Sacred Heart College we are heart people who *are faith filled, reverence relationships, pursue excellence, touch the hearts of others.*

We seek to uphold and strengthen our commitment to building an outstanding Catholic girls' college, characterized by unity of purpose, professionalism, and the drive for excellence. (OLSH College Strategic Plan)

OLSH College Commitment to Child Safety

We hold the care, safety and wellbeing of children and young adults as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel.

All students deserve, as a fundamental right, safety, and protection from all forms of abuse and neglect. We promote a culture of child safety through policies and practices that comply with legislative and government requirements, and guide our decision making to reduce the risk of harm in our school community.

Education in the OLSH Tradition

The Subject Teacher actively supports the ethos and philosophy of Catholic education. This includes the values of the OLSH proclamation and all policies, procedures and practices that characterise an education in the OLSH Tradition.

The Subject Teacher wholeheartedly promotes the OLSH Charism, the vision of Jules Chevalier (msc), Mother Marie Louise Hartzer (fdnsc), and Heart Spirituality as a way of living the Gospel.

The Subject Teacher fulfills a critical role in ensuring the OLSH Spirit, as expressed through the pillars of OLSH education, is animated and sustained through their leadership.

ROLE PURPOSE

The Subject teacher will work with all members of staff in the implementation of the College Strategic Plan and the provision of exemplary learning experiences for the students at OLSH College Bentleigh.

MAJOR AREAS OF RESPONSIBILITY

- 1 Contemporary Teaching
- 2 Pastoral Care and Child Safety
- 3 Curriculum Development
- 4 Professional Development
- 5 Cocurricular Involvement
- 6 General and Administrative Duties

Contemporary Teaching

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Actively collaborate with other teachers in the delivery of curriculum
- Undertake regular learning walks/classroom teaching observations
- Regularly source student feedback on lesson delivery
- Keep accurate records of student attendance
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions
- Write formal academic reports that conform to report writing guidelines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- Liaise with appropriate support staff in the implementation of the curriculum
- Actively and consistently access and use all IT platforms used at the College inclusive of CANVAS, Synergetic, Touchstones and all student data provisions

Pastoral Care and Child Safety

- Provide students with a child-safe environment
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Attend year level meetings as scheduled
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required

Curriculum Development

- Plan, develop, review and evaluate curriculum in Subject areas and at year levels which you teach
- Develop assessment instruments in a collegial manner where whole group testing takes place
- Evaluate digital learning materials and make recommendations to Head of Department about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend Department meetings as scheduled

Professional Development

- Have current knowledge of curriculum initiatives in your teaching areas
- Commit to ongoing professional development in your teaching areas
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Participate in the staff appraisal process
- Be an active member of a relevant professional association as duties permit
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Department

Cocurricular Involvement

- Be involved in the co-curricular program and support its operations
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for participating students
- Keep accurate records of student attendance and participation within the co-curricular activity
- Create and maintain a safe environment in which students may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements

General and Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Demonstrate duty of care to students in relation to the physical and mental wellbeing
- Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- Participate in duty supervision as rostered and other supervision duties when required
- Demonstrate professional and collegiate relationships with colleagues
- Uphold the professional standards expected of a teacher
- Other duties as directed by the Principal

Key Selection Criteria

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

Dispositions

- committed to the ethos of catholic education and education in the OLSH tradition
- reflective and forward-thinking contributions to development and implementation of the College Strategic Plan, Learning and Teaching Charter and the OLSH Instructional Model
- positive, confident, and enthusiastic approach to improving student learning
- compassionate, approachable, inclusive, and encouraging leader of staff and students

Attributes and Skills

- outstanding inter-personal and communication skills that build and maintain effective and positive working relationships
- excellent organisational and time-management skills
- collaborative, supportive, and motivational team member and leader
- patience, perseverance, resilience, and flexibility in dealing with complex issues
- high level of discretion in handling sensitive and confidential information
- model and promote the use of ICT to improve student learning outcomes

Knowledge and Understandings

- Knowledge of the compliance requirements of all school staff
- Expertise in the use of Synergetic and Canvas and other on-line resources that assist school organisation and communication.

Reports To:

Deputy Principal Learning and Teaching

All positions in the College ultimately report to the Principal

Conditions:

Terms and conditions as outlined in the Catholic Education Multi Enterprise Agreement 2022.