



Position Description – Teacher

Introduction:

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God.
2. A deep respect for intellectual values.
3. The building of community as a Christian value.
4. A social awareness that impels to action.
5. Personal growth in an atmosphere of wise freedom.

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

At Sacré Cœur we aspire to the highest professional standards. This is reflected in the quality of the relationship between staff and students, the learning environment created, the concern for each individual and a hard-working, conscientious approach to class preparation and correction.

Teachers are powerful role models and uniquely placed to influence young people, to encourage, affirm and inspire them to fulfil their potential. At Sacré Cœur teachers are expected to live the goals of Sacred Heart education. They must take a leadership role in building up the community of the school, beginning with their own classrooms where the highest standards are expected of all and everyone is treated with respect and charity. Teachers are in a position of great trust and must keep faith with students, parents and colleagues by always following through, keeping their word and demonstrating integrity.

As teachers we are lifelong learners, open to growth and willing to explore new ideas. We need to be reflective people, ever reviewing and evaluating our ideas and practices with a view to improvement and readiness to share and learn from each other.

The pastoral management of students involves teachers, parents and the students themselves as they learn self-discipline. A team approach is taken by all staff, but in particular, a pastoral team involves the Homeroom/Class teacher, the Year Level Co-ordinator/Student Wellbeing Leader P-6, the Student Wellbeing Team, the Head of Joigny, the Deputy Principal: Head of Senior School and Student Wellbeing Leader 7-12. Close contact is maintained with parents.

Student academic programs are managed by a team which includes the Director of Learning and Teaching, Curriculum Leader 7-12, Assistant Head of Joigny and Heads of Faculty.

Responsible to:

Teachers are responsible to the Principal, through the relevant member of the Leadership Team.

| STATEMENT OF DUTIES | |
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| Key Requirements | <ul style="list-style-type: none"> • The goals of Sacred Heart education should be evident in the modeling provided by this person in their dealings with students, staff and parents • The teacher will be a person enthused by and committed to this role, its responsibilities and challenges and should display competence, energy and initiative in the role |
| Contemporary Teaching | <ul style="list-style-type: none"> • 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 • 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 |
| Pastoral Care and Child Safety | <ul style="list-style-type: none"> • 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 • Uphold and promote Restorative Practices in working with students, parents and staff • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • The teacher may be required to be a Homeroom/Class teacher and must work closely with the other Homeroom/Class teachers and the Year Level Co-ordinator/Head of Joigny as a member of an effective team • Implement strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Attend school assemblies as required • Attend school liturgical celebrations as required • Attend school organised activities relevant to House or Year level, as required |
| Curriculum Development | <ul style="list-style-type: none"> • 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 subject coordinators about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend subject/Professional Learning Team (PLT) meetings as scheduled |

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| Professional Development | <ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas by: <ul style="list-style-type: none"> • Attending workshops and conferences relating to your specific role • Participating in collegial professional learning with other Sacré Cœur staff • 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 the Deputy Principal |
| Co-Curricular Involvement | <ul style="list-style-type: none"> • Support and be involved in the co-curricular program, including camps and retreats • 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 | <ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of mandatory reporting certification, anaphylaxis training and other certifications as required • Demonstrate duty of care to students in relation to the physical and mental wellbeing • Attend all timetabled lessons and act as a role model to students by being punctual to class • Attend all relevant school meetings, rostered co-curricular activities as well as professional learning opportunities • attend parent teacher interviews as required; • Participate in duty supervision as rostered and other supervision duties when required • Carry out all extra duties as required • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher • Other duties as directed by the Principal |

| SELECTION CRITERIA | |
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| Commitment to Catholic Education | <ul style="list-style-type: none"> • A demonstrated understanding of the philosophy and spirituality of a Catholic school • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church's teachings into all aspects of curriculum |
| Commitment to Child Safety | <ul style="list-style-type: none"> • 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-connected work |
| Education and Experience | <p>Essential:</p> <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation) • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrated experience in using ICT to teach subject area |
| Skills/Attributes | <ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Maturity • Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the school community and members of the public • Highly motivated with a high level of professional personal presentation |

Child Safety

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Sacré Cœur are to follow the school policies and procedures, including the those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.