Position Information Document
Secondary Teacher

Key Working Relationships
- School Leaders
- School Staff
- Students
- Parents

Broad Purpose
Work collaboratively with colleagues, parents/caregivers and CESA personnel to facilitate learning by students and engage in educational reform.

Description of Position:
The teacher is responsible to the Principal directly, and/or through the relevant PORs,
- for the development and implementation of the designated areas of curriculum,
- for the teaching of these areas to designated groups of students
- for the students’, fellow employees’ and his/her health, safety and welfare.
- and for the maintenance of any place or equipment designated or chosen for specific activities.

Key Areas of Work
The teacher will:
- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learners needs
- Develop and maintain working relationships
- Provide a balanced and challenging program relevant to the needs of the students
- Assess, record and report learner achievement
- Establish structures and processes to achieve a productive learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities which are part of the teachers role – eg support and adhere to school and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals
- Support the ethos of the Catholic school
1. **Professional Responsibilities**
   - Operate in accordance with the Charter for Teachers in SA Catholic Schools
   - Have a commitment to uphold and contribute to the ethos of Catholic schools
   - Have a commitment to uphold and contribute to the ethos of the particular Catholic school in which the teacher works
   - Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures
   - Complete administrative tasks accurately and on time including record keeping
   - Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher
   - Appropriately assist students who are hurt, sick or in distress
   - Meet and teach students at designated locations and times
   - Develop and maintain effective professional partnerships with other staff
   - Undertake supervision duties including yard duty diligently
   - Attend staff meetings, parent teacher interviews and other co-curricular activities
   - Accept delegated responsibilities

2. **Content of Teaching and Learning**
   - Plan a comprehensive learning program
   - Address students’ varying intellectual, emotional and physical abilities in teaching practice
   - Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success
   - Know and understand a range of learning methodologies and technologies and their application to the classroom
   - Demonstrate best practice in teaching and learning
   - Apply prior learning to changes that happen from time to time in teaching and learning practice

3. **Classroom Management and Behaviour Education**
   - Establish positive and effective relationships with students
   - Establish and maintain a task oriented learning environment
   - Set and adhere to timelines for completion of work
Negotiate and implement consequences if expectations are not adhered to

Arrange student furniture to suite the learning activity

Work with students to create an attractive welcoming classroom environment

Maintain standards of tidiness and orderliness

Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities

Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Policy for the Development of Personal Responsibility (2001)

Apply behaviour management skills in line with school policy

Respond appropriately to student behaviour

Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions

Consistently maintain behavioural expectations

Apply effective consequences and strategies to assist students who interfere with teaching and learning

4. **Assessment and Reporting of Student Learning**

Maintain accurate and comprehensive records of student progress and achievement

Use a variety of assessment and reporting methods to regularly monitor learning process

Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students

Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement

Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

5. **Interaction with the school and broader community**

Demonstrate effective communication skills with students, colleagues, parents or guardians and others

Work effectively as a member of a school team in a range of school activities

Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
6. **As a Worker, while at work you must**

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

7. **Occupational Health Safety & Welfare**

- Support the development and maintenance of a best practice OH&S culture within their workplace
- Adhere to safe work practices
- Fulfill other responsibilities as outlined in Attachment A

### SPECIFIC REQUIREMENTS

Acquire and maintain:

- Knowledge of contemporary curriculum practice in relevant subject areas
- Knowledge of the application of technology to teaching in relevant subject areas

Additionally

- Police clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- First Aid training
- Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Perform any other duties as required from time to time by the principal

### PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.
## ROLE OF EMPLOYEES IN THE MANAGEMENT OF OCCUPATIONAL HEALTH AND SAFETY

### Commitment
- Support the development and maintenance of a best practice OH&S culture within their workplace
- Adhere to safe work practices
- Be responsible for OHS&W and maintenance in any area or classroom designated
- Provide appropriate OHS&W training for persons using designated areas
- Encourage colleagues and others on the worksite to adhere to safe work practices

### Legal and Policy Requirements
- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

### Plans and Budgets
- Implement relevant actions in OH&S plans as required by their supervisor

### Performance and Training
- Participate in relevant OH&S training programmes
- Provide appropriate OHS&W training for persons using designated areas
- Include OH&S goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

### Risk Management and Hazard Control
- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

### Incident Reporting and Investigation
- Participate in the investigation of potential hazards, dangerous occurrences, OH&S incidents and near misses in accord with the Catholic Church Safety Manual.

### Consultation
- Raise OH&S issues with their work colleagues, supervisor, or local OH&S committee, and assist with their resolution.
- Regularly discuss OH&S issues with other staff at staff meetings
- Regularly consult with colleagues on OH&S issues, and actively participate in OH&S committees if required.

### Monitoring
- Monitor and evaluate their own OH&S performance
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely
- Participate in workplace OH&S inspections/audits, and assist in the maintenance of OH&S facilities, resources, equipment and information
- Monitor workplace OH&S performance and progress of the OH&S action plan for the site