



Sacred Heart College Yarrawonga

Position Description - Teacher

At Sacred Heart College all students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Position Summary

- The teacher in a Catholic school shows through professional and personal life a commitment to the Church's mission in Catholic education.
- The teacher, as a competent professional, is committed to Catholic education and to ongoing professional development.
- The teacher shares in promoting the formation of the whole person, through positive rapport with students and through a clearly-directed and well-planned school curriculum which should enhance student learning and personal development.
- The teacher performs an essential personal role in the teaching ministry of the Catholic Church, which goes beyond the need for professional skills and competence as the teacher brings to the students a realisation and knowledge of the richness and joy of a life lived in accordance with Gospel values. (Sandhurst School Education Board, The Teacher in the Catholic School, 1998.)

Key Accountabilities

1 Leadership

To improve learning outcomes for students, Teachers:

- Are committed to building positive relationships with all students. They focus on the learning and wellbeing of the students they teach and make a significant contribution to the communities in which they work. They respect the individuality, capacity and backgrounds of their students and maintain high expectations for student learning.
- Are committed to the continuous development of their professional knowledge and practice. They work collaboratively, using research and evidence derived from innovative theory and practice, to improve education and build effective communities of learners.
- Share an essential and privileged responsibility with parents and communities to care for all young people, in particular the vulnerable, and to discover and develop their potential to learn independently and critically throughout their lives.
- In their daily practice of teaching should encourage the following Sacred Heart College student graduate outcomes:
 - Be confident, articulate and resilient



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- Be self-directed lifelong learners
- Act with honesty and integrity
- Be reflective, creative and holistic thinkers
- Be contributors to the community
- Be environmentally and socially responsible
- Assist the Church in its mission of spreading and living the Gospel of Christ. They understand that Sacred Heart College is an inclusive and compassionate community where each teacher walks in the footsteps of Christ. - e.g. being leaders in prayer and celebrations; having an understanding of key liturgical events; actively participating in Masses.

2 Management

The Teacher will:

- Carefully check attendance at every class and consult with the Learning Advisor if any discrepancy is suspected. (If the discrepancy is confirmed, the Year Level Leader is to be advised of the situation).
- Hold all classes in the scheduled location. If teachers plan to move a class they are required to inform the Organisational Leader and a notice should be placed on the Daily Bulletin advising staff and students of such a change.
- Ensure that student behaviour and dress is in keeping with the College policies.
- Be a Learning Advisor to a group of approximately 15 students.
- Ensure that all excursions are organised and conducted in accordance with College protocols.
- Where appropriate, assign work for students in the case of an extended unplanned absence such as illness.
- Where practical leave appropriate and detailed lesson material when absent from classes.
- Foster academic rigour in classes, set meaningful assessment tasks and provide timely feedback for students.
- When necessary take responsibility for direct communication with parents
- Provide appropriate supervision for each class. No teacher may leave his/her class unsupervised.
- Staff attendance at College and community events will be determined by the College Leadership team and communicated to staff in a timely manner.
- Assist with the College camp, retreat and extra curricular program, attending at least one camp or retreat per year.



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- Adhere to all College policies and protocols.
- Undertake other duties as required by the Principal, Deputy Principals, Year Level Leader or appropriate Teaching and Learning Leaders.

3 Organisational Relationships

The teacher will be:

- Accountable to the Deputy Principal Teaching & Learning
- Required to work in a highly collaborative environment with teachers within the relevant Domain, Key Learning Area Leaders, Year Level Leaders and Learning Advisors.
- A member of:
 - A year level teaching team,
 - Respective Key Learning area,
 - Professional Learning Community.

Child Safety:

The teacher will:

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's Child Safe policy, Code of Conduct and any other policies and procedures pertaining to Child Safety.
- Proactively monitor and support student wellbeing.
- Implement strategies which promote a healthy and positive learning environment.
- Maintain standards of student care and discipline, through support for and implementation of the College Student Welfare and Discipline policy and procedures.
- Comply with all relevant legislation in relation to the safety and care of students. For example mandatory reporting requirements, obligations under NCCD legislation, management of students with anaphylaxis etc.

Relevant College Documents & Policies

The teacher will be cognizant and conversant with the following College documents:

- All policies that relate to child safety,
- The College Vision and Mission Statement,
- All policies that relate to Teaching and Learning,
- VIT Standards of Professional Conduct.