



- Use pedagogies that enhance social development
- Have experience with inquiry-based learning pedagogies is desirable
- Be proficient in the use of ICT
- Demonstrate knowledge of current approaches and frameworks that influence classroom pedagogy
- Demonstrate a comprehensive understanding of learning theories and approaches and how these are aligned to pedagogical practice
- Respond to learners' needs in a variety of ways, including helping to create, understand and implement IEP's for students as needed in consultation with the Adaptive Education Co-ordinator
- Develop and maintain positive working relationships
- Develop and maintain positive relationships with parents/caregivers and work in partnership with parents/caregivers to facilitate positive outcomes for students
- Assess, record and report learner achievement
- Establish structures and processes to achieve a productive, positive and safe learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Use the Salesian Preventive system in conjunction with restorative practices
- Incorporate strategies for successful transition from Primary Years to Middle Years
- Engage all members of the community in dynamic learning experiences to transform authentic, ecologically sustainable practices in our world

## **Teacher Duty Statement**

### **Professional Responsibilities**

- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Understand the employer's requirements and act in accordance with the South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Carry out other non-instructional responsibilities which are part of the teachers role – eg support and adhere to College and SACCS policies and relevant Government Legislation, carry out routine tasks including record keeping, surveys, distribution of materials, yard duty, exercise a duty of care and improve skills, knowledge and performance through professional development and performance reviews
- Adhere to Child Protection requirements at all times
- Complete administrative tasks accurately and on time including record keeping
- Participate in professional development activities which lead to improved student outcomes and which strengthen the professionalism of the teacher
- Develop and maintain effective and collaborative professional partnerships with other staff
- Undertake supervision duties including yard duty diligently
- Attend staff meetings, parent teacher interviews and meetings and other co-curricular activities
- Ensure the pastoral needs of students in your care are met at all times
- Accept delegated responsibilities
- Read and acknowledgement of the College Staff Handbook
- Perform any other duties as required from time-to-time by the Principal or Principal's delegate, including working at any campus of Xavier College

### Content of Teaching and Learning

- Have a high level of expertise in the teaching of literacy and numeracy
- Experience in Project Based Learning
- Plan a comprehensive learning program
- Utilise the Learning Manager System - SEQTA
- Apply differentiation in the classroom so as to address students' varying intellectual, emotional and physical abilities
- Identify individual learning needs and styles, and plan learning experiences to 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 may occur in teaching and learning practice
- Know your students and families well

### 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 in line with College policies and procedures
- Arrange student furniture to suit the learning activity
- Work with students to create an attractive and welcoming classroom environment
- Maintain standards of tidiness and orderliness within the classroom
- 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 SACCS Policy for the Development of Personal Responsibility (2001) Guidelines
- Apply behaviour management strategies in line with College policies and procedures
- Consistently maintain behavioural expectations and respond appropriately
- Communicate regularly with parents around any behaviour concerns as they arise
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

### 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 progress
- 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 College
- Provide opportunities for students to reflect on their own learning and set goals
- Utilise data to create transparent progress records

### Interaction with the broader community

- Demonstrate effective communication skills with students, colleagues, parents/carers
- Work effectively as a member of a campus team in a range of campus activities
- Participate collaboratively with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Ensure that confidential information is handled appropriately

### Skills and Experience

The Teacher must:

- Accept delegated responsibilities
- Apply behavior management skills in line with College policy
- Work collaboratively in a team of teachers and provide direction to Education Support Officers to achieve best practice
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes as and when they occur in teaching and learning practice
- Work in a collegiate manner to improve practice in teaching and learning and designated curriculum areas
- Have knowledge of contemporary curriculum practice in relevant subject areas
- Have knowledge of the application of technology to teaching in relevant subject areas
- Have significant interest in the area of school improvement through teaching and learning and wellbeing initiatives
- Have excellent interpersonal and communication skills
- Have excellent organisation skills
- Have excellent and demonstrated IT skills

### Qualifications and Mandatory Training

The Teacher must acquire and maintain:

- Commitment and support of the Catholic and Salesian Identity of the College
- Current Teachers Registration in South Australia
- Working with Children Check
- Catholic Police Clearance and screening to work in Catholic Education SA
- Teacher Accreditation to teach in Catholic Education SA
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- First Aid certificate (HLTAID012)
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

**Workplace Health & Safety**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

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. Reference: Division 4, Section 27 and 28 WHS Act 2012

**Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.