



DUTY STATEMENT Teacher Position

Responsible to: Principal
Reports to: Head of Learning
Reviewed: 11.09.2020

The subject teacher is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, providing the maximum teaching and learning opportunities for all students, to achieve the curriculum, discipline and student wellbeing goals of the College.

FAITH COMMUNITY

All Positions at Thomas Carr College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. Each Thomas Carr College staff member is expected to be committed to the core values of the College.

In their roles, all Thomas Carr College staff should develop and nourish respectful relationships with all members of the school community – students, staff, parents and families. In doing so they:

- Accept the Catholic ethos and education philosophy of the school
- Maintain and clearly articulate a Catholic faith point of view
- Promote knowledge of the rich traditions of the Catholic Church
- Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community
- Foster interpersonal relationships that reflect our values

MAJOR AREAS OF RESPONSIBILITY

Major areas of responsibility for a Teacher include:

1. Exemplary instructional classroom teaching practice
2. Thorough assessment and reporting of student progress
3. Innovative Curriculum development and implementation
4. Compassionate Pastoral Care and wellbeing support for students
5. High standards of Professionalism and collegiality
6. Supportive of the Vision and Mission of Thomas Carr College
7. Complete adherence to all Child Safety legislation and College requirements

The following duties are aligned to the major areas of responsibility:

1. Instructional classroom teaching practice	This is achieved by the following: <ul style="list-style-type: none">• Implementing the College's model of instructional practice• Plans lessons and activities from approved course outlines and group planning sessions conducted by the Director of Catholic Identity and the Deputy and Directors of Learning & Teaching• Uses a full range of resources as required
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	<ul style="list-style-type: none"> • Caters for individual differences • Provides a positive environment which motivates students to learn • Fosters and positively reinforces responsible student behaviour • Develops fair and consistent routines for managing student behaviour • Emphasises consequences for inappropriate behaviour • Follows the College Community Expectations • Liaises regularly with Homeroom teachers regarding academic progress and student welfare of individuals and the class group
<p>2. Assessment and reporting</p>	<p>This is achieved by the following:</p> <ul style="list-style-type: none"> • Uses a variety of assessment procedures • Completes reports as required by the College • Participates in the development and construction of work requirements • Gives students, parents and colleagues meaningful feedback • Attends Parent/Teacher/Student conferences and Information Evenings • Keeps a record of attendance for each lesson • Regularly monitors student involvement • Uses assessment to recognise learning achievements • Follows up on assessment findings by providing remediation, extension and changes to teaching strategies and programs • Reviews planning based on teaching experience and student achievement • Corrects assessment tasks in a professional manner and returns promptly with feedback
<p>3. Curriculum development and implementation</p>	<p>This responsibility includes:</p> <ul style="list-style-type: none"> • Actively participates in the development and implementation of the subject based curriculum sequence • Works professionally as a member of a Learning Area • Attends professional learning activities as deemed necessary by the Director of Catholic Identity and the Deputy and Directors of Learning & Teaching • Displays knowledge and awareness of current curriculum trends • Participates in the development of the Learning Area budget • Plans and organises excursions under the direction of the Head of Learning • Assist in the planning/delivery of programs that promotes the curriculum • Attends events that promote knowledge and awareness of our curriculum • Maintains a personal record of program preparation and lesson plans on a daily/weekly basis • Responsible for the security and care of College equipment
<p>4. Pastoral Care and Child Safety</p>	<p>This responsibility includes:</p> <ul style="list-style-type: none"> • Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured • Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and

	<p>Young People – Code of Conduct and any other policies or procedures relating to child safety</p> <ul style="list-style-type: none"> • Proactively monitor and support student wellbeing and comply with the College’s Student Wellbeing Support & Counselling Procedures: A Guide for Teachers • Exercise pastoral care in a manner which reflects College values • Implement strategies which promote a healthy and positive learning environment • Liaises with parents regarding student progress and other matters as appropriate in conjunction with the Homeroom teacher • Attend year level meetings as scheduled • Attend all College assemblies and liturgical celebrations • Attend College organised activities relevant to House or year level as required
5. Professionalism	<p>This responsibility includes:</p> <ul style="list-style-type: none"> • Participates in College and Learning Area meetings • Participates in College planning and policy development • Co-operates with colleagues to improve teaching and learning • Maintains effective relationships with staff • Supports colleagues in their work • Works positively with parents to encourage learning • Is punctual for all duties • Presents self appropriately, following the College’s Staff Dress Policy • Completes administrative tasks as required • Fulfils all conditions of employment, including yard duty, supervision, extras
6. Support for the Vision and Mission of Thomas Carr College	<p>This responsibility includes:</p> <ul style="list-style-type: none"> • Actively participates in the implementation of all College policies • Acts as an appropriate role model for all students • Committed to achieving Accreditation to Teach in a Catholic School within the designated timeframe • Committed to achieving Accreditation to Teach Religious Education in a Catholic School within the designated timeframe (for those teaching RE within the RE Learning Area)
7. To adhere to all Child Safety legislation and College requirements	<ul style="list-style-type: none"> • Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured • Be familiar and comply with the College’s Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety
Team Membership	<ul style="list-style-type: none"> • Learning Areas

ADDITIONAL DUTIES

- Actively support the College's Mission and Vision Statement
- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily
- Actively promote a rigorous and vigilant culture of child safety
- Provide students with a child-safe environment in which the inherent dignity of children and young people are respected and nurtured
- Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety
- Other duties as required by the Principal

KEY SELECTION CRITERIA

1. Demonstrates a strong understanding of, and commitment, to Catholic education
2. Demonstrates an understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it
3. Show the capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation
4. Have proven organisational skills
5. Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
6. Demonstrate a capacity to meet and work with people at various stages of their life's journey
7. Have displayed a commitment to teamwork
8. Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
9. Have knowledge and expertise in the relevant subject areas
10. Be an exemplary teacher

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name: _____ Date: _____

Signature: _____

Authorised by (Employer Representatives)

Mr Craig Holmes
Principal



Principals Signature

Dated: 19 November 2020