



## Teacher

<b>Reports To:</b>	Deputy Principals
<b>Collaborates with:</b>	Learning Area Leaders and all Teaching staff
<b>ROLE DESCRIPTION</b>	
<p>The Teacher upon appointment, agrees to share in the Principals leadership and represent the Principal in discharging the duties as outlined below. The 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, is responsible for all matters directly related to maximising teaching and learning opportunities for all students, to achieve the curriculum, discipline and student wellbeing goals of the College.</p>	
<b>FAITH COMMUNITY</b>	
<p>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:</p>	
<ul style="list-style-type: none"><li>• Model the Catholic ethos and education philosophy of the school</li><li>• Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community</li><li>• Work to create a culture of service focusing on the College Mission, engaging in all faith-based events and professional learning.</li></ul>	
<b>RESPONSIBILITIES</b>	
<p>The responsibilities and time allowance outlined above may be subject to variation from time-to-time as the administrative arrangements for the College unfold.</p>	
<b>1. Instructional classroom teaching practice</b>	<p>This is achieved by the following:</p> <ul style="list-style-type: none"><li>• Implementing the College's model of instructional practice</li><li>• 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 &amp; Teaching</li><li>• Uses a full range of resources as required</li><li>• Caters for individual differences</li><li>• Provides a positive environment which motivates students to learn</li><li>• Fosters and positively reinforces responsible student behaviour</li><li>• Develops fair and consistent routines for managing student behaviour</li><li>• Emphasises consequences for inappropriate behaviour</li><li>• Follows the College Community Expectations</li><li>• Liaises regularly with Homeroom teachers regarding academic progress and student welfare of individuals and the class group</li></ul>
<b>2. Assessment and reporting</b>	<p>This is achieved by the following:</p> <ul style="list-style-type: none"><li>• Uses a variety of assessment procedures</li><li>• Completes reports as required by the College</li><li>• Participates in the development and construction of work requirements</li><li>• Gives students, parents and colleagues meaningful feedback</li><li>• Attends Parent/Teacher/Student conferences and Information Evenings</li><li>• Keeps a record of attendance for each lesson</li><li>• Regularly monitors student involvement</li><li>• Uses assessment to recognise learning achievements</li></ul>



	<ul style="list-style-type: none"> <li>Follows up on assessment findings by providing remediation, extension and changes to teaching strategies and programs</li> <li>Reviews planning based on teaching experience and student achievement</li> <li>Corrects assessment tasks in a professional manner and returns promptly with feedback</li> </ul>
<b>3. Curriculum development and implementation</b>	<p>This responsibility includes:</p> <ul style="list-style-type: none"> <li>Actively participates in the development and implementation of the subject based curriculum sequence</li> <li>Works professionally as a member of a Learning Area</li> <li>Attends professional learning activities as deemed necessary by the Director of Catholic Identity and the Deputy and Directors of Learning &amp; Teaching</li> <li>Displays knowledge and awareness of current curriculum trends</li> <li>Participates in the development of the Learning Area budget</li> <li>Plans and organises excursions under the direction of the Head of Learning</li> <li>Assist in the planning/delivery of programs that promotes the curriculum</li> <li>Attends events that promote knowledge and awareness of our curriculum</li> <li>Maintains a personal record of program preparation and lesson plans on a daily/weekly basis</li> <li>Responsible for the security and care of College equipment</li> </ul>
<b>4. Pastoral Care and Child Safety</b>	<p>This responsibility includes:</p> <ul style="list-style-type: none"> <li>Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured</li> <li>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</li> <li>Proactively monitor and support student wellbeing and comply with the College's Student Wellbeing Support &amp; Counselling Procedures: A Guide for Teachers</li> <li>Exercise pastoral care in a manner which reflects College values</li> <li>Implement strategies which promote a healthy and positive learning environment</li> <li>Liaises with parents regarding student progress and other matters as appropriate in conjunction with the Homeroom teacher</li> <li>Attend year level meetings as scheduled</li> <li>Attend all College assemblies and liturgical celebrations</li> <li>Attend College organised activities relevant to House or year level as required</li> </ul>
<b>5. Professionalism</b>	<p>This responsibility includes:</p> <ul style="list-style-type: none"> <li>Participates in College and Learning Area meetings</li> <li>Participates in College planning and policy development</li> <li>Co-operates with colleagues to improve teaching and learning</li> <li>Maintains effective relationships with staff</li> <li>Supports colleagues in their work</li> <li>Works positively with parents to encourage learning</li> <li>Is punctual for all duties</li> <li>Presents self appropriately, following the College's Staff Dress Policy</li> <li>Completes administrative tasks as required</li> </ul>



	<ul style="list-style-type: none"> <li>Fulfil all conditions of employment, including yard duty, supervision, extras</li> </ul>
<b>5. Child Safety</b>	<ul style="list-style-type: none"> <li>Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct.</li> <li>Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.</li> </ul>
<b>6. Other</b>	<ul style="list-style-type: none"> <li>Be aware of and fully apply all the College Occupational Health &amp; Safety Policies and Procedures in the workplace daily</li> <li>Other duties as required by the Principal</li> <li>Actively participates in the implementation of all College policies</li> <li>Acts as an appropriate role model for all students</li> <li>Committed to achieving Accreditation to Teach in a Catholic School within the designated timeframe</li> <li>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)</li> </ul>
<b>Team Membership</b>	<ul style="list-style-type: none"> <li>Learning Areas</li> </ul>
<b>ATTRIBUTES</b>  Applicants should be able to demonstrate the following attributes: <ol style="list-style-type: none"> <li>A strong understanding of, and commitment, to Catholic education.</li> <li>An understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it.</li> <li>Be an exemplary teacher and demonstrate the knowledge and expertise in the relevant subject areas related to this role including the relevant qualifications.</li> <li>The ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.</li> <li>Excellent communication, administrative and organisational skills.</li> <li>A commitment to professional learning and growth as a teacher.</li> </ol>	
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>VIT Registration</li> <li>CECV Accreditation to Teach in a Catholic School (or working towards)</li> <li>Appropriate tertiary qualifications, with further study an advantage.</li> </ul>	