



YOUR TITLE	Teacher	WHO YOU REPORT TO	Head of Learning Area
YOUR TEAM	Sacred Heart College	WHO REPORTS TO YOU	NA

Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of a Sacred Heart Teacher is to plan, organise and deliver educational programs, modelled within the Catholic Ethos, in a positive learning environment. A Sacred Heart Teacher encourages each student to discover and develop their interests and talents in order to become the best they can be. Providing innovative and best practice teaching, students will grow and develop lifelong learning attributes. Teachers should model lifelong learning as per the College Motto of Always Striving Upwards.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> • Current Teachers Registration includes National Police Clearance • Working with Children's Check
Award	Teachers Award: https://www.cewa.edu.au
Where and when you will be working	Within Sacred Heart College, term time, plus holidays as defined in the Teachers EBA. Participation in co-curricular activities is expected. From time to time some work outside your usual hours will be required.
Key relationships	Students, parents, College Principal, Deputy Principal of Curriculum, Deputy Principal Teaching and Learning, Heads of Learning Area, all Deans, school Psychologists and other College employees.



Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Passionate about learning: demonstrates knowledge of and interest in best practice pedagogy to foster the attributes of the Sacred Heart Learner. • Builds rapport: demonstrates the ability to work collaboratively to build rapport with students, parents and all College employees to develop respectful, inclusive and positive working relationships. • Knows their subject: demonstrates proficiency in specific area of learning, to apply and deliver engaging learning programs that are challenging but achievable for students. • Expect high standards: demonstrates the ability to grow a culture where students can be the best they can be, with stretch goals. • Plan and prepare well: demonstrates ability to implement well-structured learning and teaching programs, using a range of resources. Demonstrates ability to develop knowledge, skills, problem solving, critical and creative thinking in students. • Engage each student: demonstrate ability to design and implement and structure teaching programs using best practice and collegial advice that is responsive to the learning strengths and needs of students. • Innovative: demonstrates the ability to be flexible and an adaptable change agent, by embracing existing and emerging technologies and teaching practices that support contemporary student learning • Effective feedback: demonstrates the ability to respectfully assess and provide feedback to students, parents and the College on the achievement of students' learning goals, using a variety of mediums. • Demonstrates time management skills, to be highly organised and adaptable to changing priorities. • Behaviour management: demonstrates the ability to build student relationships through setting clear expectations. Ensures the wellbeing and safety of all students. Adhering to the College's Behaviour Management Policy. • Demonstrates ability and willingness to uphold College values of Respect, Courage and Compassion. • Demonstrates strong understanding of Catholic Ethos and models this in all decision making
The standards you need to meet/ what you will need to do – key activities	
Teaching	<p>Your responsibilities as a teacher include:</p> <ul style="list-style-type: none"> • Developing a positive, trusting and respectful relationship with each student in the class. • Arriving and leaving class punctually and encouraging students to develop similar habits. • Monitoring the progress of all students in giving adequate written comment when these are asked for eg: interview preparation sheets or written reports. Preparing carefully for formative feedback and semester reporting. • Monitoring student behaviour skilfully, so that other students' rights are respected. • Carrying out school policy regarding the particular subject being taught and submitting to the Head of Learning Area the required information. • Following the College Behaviour Management Policy. • Covering the set curriculum and being able to justify marks given to students.



	<ul style="list-style-type: none"> Supporting College policy on matters pertaining to students, employees and procedures. Ensure schedule of assessments are visible on the Learning Management System. Ensure students' academic results are visible on the Learning Management System within two weeks of assessment. Orderly welcome and dismissal of the class at the open and close of the lesson. Ensure that the classroom is presentable and tidy at the end of each session. 		
Qualifications	<ul style="list-style-type: none"> Minimum relevant qualifications either Under graduate degree in a specific discipline with a Graduate Diploma of Education (Secondary) Bachelor of Education 		
Decision making	<ul style="list-style-type: none"> Decisions regarding the welfare and academic progress of students' as a professional teacher. 		
What success looks like:	<ul style="list-style-type: none"> Positive feedback from student surveys Positive feedback from College employees and parents Student's academic performance. Demonstrated ability to meet expectations of College Executive. 		
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time. Ensure understanding and compliance of the College OHS policy Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. <ul style="list-style-type: none"> Proper use of any personal protective clothing or equipment supplied to you. Not misusing or damaging any equipment you use. Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property. 		
Code of Conduct	You are responsible for ensuring you act within the framework of the College's Code of Conduct.		
Ongoing professional development	Strive for personal excellence: Sacred Heart College has an established growth model which requires you to goal set with a 'Critical Friend' and to discuss and review your progress. Professional development opportunities are mapped to your set goals. You are expected to undertake a total of 20 hours of professional development annually within the AITSL Standard requirements.		
Sign off	Leader name:		Employee name:
	Leader signature:		Employee signature:
	Date:		Date:
	Document last updated:		October 2018



Organisational structure of role:

