



St Thomas More School

A Catholic school in the Mercy Tradition R-6

POSITION DETAILS

Title of Position: Teacher
Reports to: Principal / Head of School

BROAD PURPOSE

To work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate safe and positive learning by students and engage in educational reform.

The teacher will:

- Apply curriculum knowledge and pedagogical practices which facilitate successful learning
- Respond to learner's needs
- Develop and maintain positive and effective working relationships
- Differentiate teaching to meet the specific learning needs of students across the full range of abilities including developing Personalised Plans for Learning (PPL's), as appropriate
- Assess student learning and report achievement against the standards
- Create and maintain supportive and safe learning environments
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities as required

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Leadership Team
- Parent/Caregivers, students & members of the community

DUTY STATEMENT

Professional Responsibilities

- Actively implement safeguarding practices in accordance with the National Catholic Safeguarding Standards and school policies
- Fulfil all requirements of the Australian Professional Standards for Teachers
- Actively commit to uphold and contribute to the ethos of Catholic schools in general as well as that of the school
- Comply with relevant legislation as well as South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures
- Meet and teach students at designated locations and times
- Appropriately assist students who are hurt, sick or in distress
- Diligently undertake supervision duties, including regular yard duty
- Maintain professional boundaries and model respectful behaviour
- Complete administrative tasks accurately and on time including record keeping
- Attend staff and other required meetings, parent teacher interviews and other school-related activities

Content of Teaching and Learning

- Plan a comprehensive learning program in line with Australian Curriculum
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs, and plan learning experiences that enable all students to achieve success (Use of PPL's)
- Use a variety of pedagogical approaches and learning technologies

Classroom Management and Behaviour Education

- Respond to signs of harm, abuse, or neglect in accordance with mandatory reporting obligations and school safeguarding procedures
- Establish positive and effective relationships with students
- Establish and maintain an inclusive learning environment
- Set and adhere to timelines for completion of work
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities to suit the learning activity
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS policies and procedures
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy
- 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 methods to regularly monitor learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with effective feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school
- Interaction with the school and broader community
- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times
- Work effectively as a member of the school team to actively and positively support school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Positively engage in and undertake professional development, training and professional reviews when required
- Perform other duties as required by the Principal (or delegate)

KNOWLEDGE, SKILLS & EXPERIENCE

QUALIFICATIONS:

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education South Australia

Essential

- Demonstrated skills, knowledge and experience relevant to the role requirements
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met
- Willingness to actively and positively uphold and contribute to the culture and ethos of the school
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate clearances including a valid Working with Children Check (WWCC) clearance, a Catholic Clearance and clearance through the Catholic Education Office e-screening process



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- Current certification in *Responding to Risks of Harm, Abuse and Neglect in Education & Care Settings*
- Applicable First Aid Certificate relevant to the role requirements

Desirable

- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person.*
 - *Commitment to processes of learning that's formative, challenging, engaging, life-long & life-wide.*
 - *Inclusivity of those at the edges.*
 - *Sensitivity, justice, and compassion.*
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that actions or omissions do not adversely affect the health and safety of others.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate 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.

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.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.