



ST MARY MACKILLOP COLLEGE

Swan Hill

<u>Position:</u>	Teacher
<u>Responsible to:</u>	Principal Deputy Principal Community and Culture Deputy Principal Teaching and Learning
<u>Collaborates with:</u>	Members of the College Leadership Team Learning and Teaching Team Staff, students and parents/guardians

All staff members at St Mary MacKillop College are expected to support and promote the College's mission. St Mary MacKillop College is a Catholic school in the Josephite tradition.

The essential role of a classroom teacher at St Mary MacKillop College is to provide the best possible learning environment and pastoral care for each student.

Classroom teachers implement and enhance the learning and teaching program. They are responsible for ensuring continuous improvement in students' learning and the achievement of the curriculum aims and goals of the College.

In consultation with the Deputy Principal Teaching and Learning, Deputy Principal Community and Culture, Teaching and Learning Team, Curriculum Leaders and House Leaders, classroom teachers are responsible for optimising student learning in the context of a professional learning community.

Professional Responsibilities:

- Be respectful of the spiritual and social values of St Mary MacKillop College.
- Be accredited members of the Victorian Institute of Teaching and enact their obligations to maintain membership.
- Meet the professional responsibilities of the AITSL standards at a Proficient level (graduate teachers are expected to be working towards this level) as a minimum.
- Meet the professional responsibilities of teaching in Victoria, including adherence to the Victorian Curriculum, VCE, VCAL and/or VETiS requirements.
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner.
- Adhere to all College Policies and Procedures articulated in the Staff Handbook.

Teacher Duties:

Learning and Teaching

- Have an exemplary understanding of their subject matter and, prepare a differentiated curriculum that is engaging and challenging for all students.
- Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach.
- Develop assessment instruments in a collegial manner where whole group testing takes place.
- Ensure that students receive regular formative feedback about the progress of their learning.
- Ensure that students receive summative feedback in a timely manner.
- Write formal academic reports that conform to report writing guidelines.
- Evaluate digital learning materials and make recommendations to Curriculum Leaders about their implementation.
- Utilise the skills of other professionals to assist in the development and pastoral care of students (e.g. Teaching and Learning Team, Wellbeing Team, House Leaders and/or Curriculum Leaders).
- Attend to the designated needs of those students with Personal Learning Plans (PLPs).
- Keep accurate records of student attendance using the technology adopted by the school.
- Punctually attend all timetabled lessons and other timetabled duties, including yard and other supervisory duties.

Professional Learning

- Attend to the continual development of a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs.
- Give appropriate time to lesson planning and organisation.
- Attend scheduled meetings and contribute to professional learning.
- Work positively and cooperatively in designated and ad hoc teams to develop curriculum and other learning opportunities for students.
- Complete a Professional Learning Plan, in line with the College Strategic Plan, annually.

Pastoral Wellbeing

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Where necessary, utilise agreed Behaviour Management Procedures, including restorative practices.
- Strive to create a positive and productive learning environment and a solid working relationship with all students.
- Contribute to the life of the College by participating in College functions and events, including camps and excursions.

Professional Development

- Have current knowledge of curriculum initiatives in your teaching areas.
- Commit to ongoing professional development in your teaching areas.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association as duties permit.
- Establish Professional Learning Goals and report on progress towards these as required.

General and Administrative Duties

- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Complete administrative tasks, accurately and in a timely manner.
- Attend all relevant school meetings (including Parent/Teacher interviews), sporting events, mass, community and faith days as well as professional learning opportunities.
- Participate in duty supervision as rostered and other supervision duties when required.
- Uphold the professional standards expected of a teacher.
- Other duties as directed by the Principal.

Daily Duties of Teachers

Full time teaching staff are expected to be at school from 8:30 am until 3:30 pm daily (unless meetings have been scheduled for a later finish or an early morning). This is to enable staff to be available for consultation, accessibility to colleagues and in the event of an emergency. Attendance for part-time staff is pro rata and as indicated on staff timetables.

Teachers are expected to be prompt in reporting to all classes, including supervision lessons, assemblies and other school activities.

Teachers are required to sign out if they are leaving the school grounds during school time. This is particularly important in the case of an emergency or evacuation, to be able to accurately know the whereabouts of staff at any time on any given day.

Teachers are expected to be available and easy to locate when not teaching.

Extra Supervision

Where the regular teacher is unavailable (due to factors such as illness, Professional Development etc.) an extra will be allocated, resulting in the allocated teacher supervising the students and ensuring that they undertake the work left by the regular teacher. Any teacher leaving an extra is asked to leave a suitable amount of work and should ensure that both the instructions and work are meaningful.

Where the absent teacher is not in a position to leave sufficient work he/she is advised to contact the appropriate Curriculum Leader so that assistance can be provided and/or direction for the work being left is appropriate.

Please note practical supervisions are not allocated to staff outside of the Learning Area. If a teacher is allocated an extra and the work outlined on the allocated extra sheet (outlining the set work) requests a Practical class outside of the allocated teacher's Learning Area please advise the Deputy Principal or Curriculum Leader so alternative work can be organised/provided.

Practical classes must not be set or left as extras unless the Daily Organiser has advised the regular teacher in advance that the class will be taken by an experienced teacher of that subject. This is an important safety issue and is in the best interests of both students and the supervising teacher. All staff have a level of expertise in their subject area that cannot be assumed by others.

Supervision of Students Outside of Class Time including Yard Duty

Yard Duty is an allocated supervision varying between 15 – 30 minutes depending on the allocated duty. Staff are allocated up to three Yard Duties in a week and requires staff to supervise a designated area. Staff are asked to keep a roving eye and be active in your supervision, report every incident, don't participate in schoolyard activities when you should be supervising, raise instances where a replacement does not arrive or you have a concern about an area

1. The College Yard Duty Roster includes supervision of specific areas prior to the beginning of the school day (beginning at 8:30am), during the students' recess break, students' lunch break and immediately after school.
2. Where College Activities have been organised before or after school the prior planning should include appropriate staff supervision separate to Yard Duty supervision.
3. If at any stage, while performing the above duties a Staff Member of the College becomes aware that staff or students may be at risk from a situation they should notify the College Office and a Member of the Leadership Team as early as possible so that the situation can be addressed.
4. Being a supervising teacher requires vigilance and awareness of what is happening at all times. If a potentially dangerous situation occurs, the teacher should respond reasonably and adequately to prevent any incident or accident occurring. The College Office should be informed promptly where an incident has the capacity to become serious.
5. During school breaks when sporting activities occur with minimal supervision (such as lunch break), the supervising teacher owes a duty of care to all students. Teachers on yard duty are advised not to participate in the activities while they are in the role of supervisor. When an activity is in progress additional staff should be in attendance to supervise, this should be arranged beforehand on the planning of the activity.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Duty Of Care

- Must maintain current qualifications in:
 - First Aid and CPR
 - Mandatory Reporting
 - Anaphylaxis management
 - Asthma management
- Have an ability to identify and assess risks for students and implement appropriate mitigation responses/actions.
- Provide appropriate direction, supervision and support to staff and students.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety

The teacher will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others.
- Encourage colleagues and others on the worksite to adhere to safe work practices.
- Support and contribute to the improvement of safe systems of work and safe work practices.
- Participate in relevant OH&S training programs.
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OH&S policies and procedures.

- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them.
- Correctly use any equipment provided for health and safety purposes.
- Follow reasonable instructions given by the school in relation to health and safety at work.
- Support the consultative processes for managing OH&S, when opportunities arise.