



Position Title: **Subject Teacher**

1. **Purpose of position**

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 welfare goals of the College.

2. **Organisational relationships**

- 2.1 Directly responsible to the Head of Learning
- 2.2 A member of the Learning Area

3. **Contribution to the growth and sustainability of the College**

- 3.1 Providing appropriate instructional classroom teaching practice
- 3.2 Ensuring appropriate assessment and record keeping
- 3.3 Participating in the development of curriculum in the subject
- 3.4 Exercising appropriate pastoral care of students
- 3.5 Ensuring a personal professional approach to teaching duties
- 3.6 Supporting the Vision and Mission of the College

4. **Specific areas of responsibility**

- 4.1 Instructional classroom teaching practice
 - Plans lessons and activities from approved course outlines and group planning sessions conducted by the Director of Catholic Identity and the Senior Director
 - Uses a full range of resources as required
 - 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
- 4.2 Assessment and record keeping
 - 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
- 4.3 Curriculum
 - Actively participates in the development and implementation of the subject
 - Works professionally as a member of a Learning Area
 - Attends professional learning activities as deemed necessary by the Director of Catholic Identity and the Senior Director
 - 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

- 4.4 Pastoral Care and Child Safety
- 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
 - Proactively monitor and support student wellbeing and complies 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 school assemblies
 - Attend school liturgical celebrations
 - Attend school organised activities relevant to house or year level as required
- 4.5 Professionalism
- 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 code
 - Completes administrative tasks as required
 - Fulfils all conditions of employment, including yard duty, supervision, extras
- 4.6 Support for the Vision and Mission of Thomas Carr College
- 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 (Catholic Education Commission of Victoria Policy 1.6, 1997) within the designated timeframe
 - Committed to achieving Accreditation to Teach Religious Education in a Catholic School (Catholic Education Commission of Victoria Policy 1.7, 1997) within the designated timeframe (for those teaching RE within the RE Domain)

5. Key Selection Criteria

- 5.1 Demonstrate an understanding and acceptance of the Thomas Carr College Vision and Mission Statement and the values that underpin it
- 5.2 Show the capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation
- 5.3 Have proven organisational skills
- 5.4 Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- 5.5 Demonstrate a capacity to meet and work with people at various stages of their life's journey
- 5.6 Have displayed a commitment to teamwork
- 5.7 Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures
- 5.8 Have knowledge and expertise in the relevant subject areas
- 5.9 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.

Signature: _____ Date: _____

Authorised by (Employer Representatives)

Ms Brigitte McDonald, Deputy Principal Signature: _____ Date: _____

Dr Andrew Watson, Principal Signature: _____ Date: _____