



St John's Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St John's Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

The teaching staff are responsible for preparing and implementing a comprehensive educational teaching and learning plan according to the College's requirements. Staff St John's Regional College show a passion for teaching with a proven ability to engage students through relationships established on mutual trust in accordance with the College's Child Protection Policies and Procedures.

Teaching staff are appointed by the Principal and are expected to work in partnership with the College Executive Team in developing effective learning and teaching outcomes and connecting with and guiding young people.

In addition to this, all teachers should adhere to St John's Regional College's expected practices, as outlined below.

KEY RESPONSIBILITY AREAS AND DUTIES

WELLBEING

Teachers at St John's Regional College are required to:

- Strive to help students to understand, accept and appreciate Catholic teaching and values through their teaching and other work and personal example.
- Provide students with a child-safe environment;
- Be familiar and comply with the school's Child Protection Policy and Child Safety Staff Code of Conduct;
- Have a sound knowledge of students, how they learn and any factors which may impede their learning;
- Structure learning and co-curricular activities to meet the physical, social and intellectual development and characteristics of their students;
- Respect family privacy and treat information with the appropriate level of confidentiality;
- Establish relationships with all members of the community founded on trust, respect and open communication;
- Collaborate with Class/House Mentors, Learning Diversity, House Leaders, Wellbeing, Junior and VCE Programs Leaders and in monitoring student progress and wellbeing;
- Develop a positive climate that encourages student resilience, an inquiring mind and a shared responsibility for learning;
- Use appropriate verbal and non-verbal language when dealing with student concerns;
- Demonstrate a sound understanding of the learning and wellbeing educational needs of young people;
- Accept and operate within the Catholic, Lasallian and Presentation educational ethos of the College;
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.



TEACHER DUTIES

Teachers at St John's Regional College are required to adhere to the following teacher duties.

- Complete hours of work for staff in accordance with Clause 55 (and any other associated clauses) as per the Catholic Education Multi Enterprise Agreement (2022);
- Staff should arrive at school no later than 8:30 AM;
- On days when there are Staff Briefings, House Meetings and scheduled before school duties, staff are expected to be in attendance;
- Be prompt and prepared for timetabled classes;
- Provide prompt attention to student work submitted for marking and feedback;
- Ensure all student data management systems are updated in a timely manner;
- Populate the College's recording and reporting systems (SEQTA within two weeks of completed assessment)
- Design and deliver programs that are enhanced through the use of technology;
- Set and maintain high expectations related to the standards of student performance;
- Maintain a realistic, consistent homework program for students and monitor completion;
- Regularly and actively participate in House and Mentor Group activities as required;
- Demonstrate knowledge, competence and confidence within their relevant subject disciplines;
- Prepare class resources and materials which cater to a range of student abilities;
- Have current knowledge of curriculum initiatives in their teaching areas;
- Demonstrate innovative thinking/theory/practice in their learning area;
- Attend all scheduled staff meetings as required;
- Attend all assemblies and liturgies as required;
- Ensure that all Yard Duty responsibilities are met;
- Participate in official College functions, including, Parent/Teacher Interviews, Staff Formation Days, Mission Action Day, House Athletics day, House Aquatics Carnival, Professional Learning days;
- Respond to parent/guardian communication within two business days;
- Only communicate with students through College approved platforms;
- Be aware of Acts of Parliament i.e. Copyright Act 1968, Equal Opportunity Act 2010 and the Commonwealth Privacy Act 1988;
- Staff responsible for spending College funds must be financially responsible stewards of the funds availed to them to ensure the College is able to provide a learning/work environment that is beneficial to all students and staff.

PROFESSIONAL LEARNING

Teachers at St John's Regional College are required to:

- Commit to ongoing professional learning and continually strive to improve teaching and learning strategies as per VIT requirements;
- Identify and plan for own professional learning needs;
- Actively engage in internal and external professional learning and improve practice;
- Engage with colleagues and improve practice through the Professional Learning Teams and other activities;
- Share ideas and resources with others in given learning areas;
- Ensure all professional learning aligns with personal, learning area and/or College strategic goals;
- Use a range of teaching practices and resources to engage students in effective learning;
- Continue development of ICT skills as technologies evolve;
- Be an active member of a relevant professional association as duties permit;
- Adhere to the Learning and Teaching protocols of the College.



COMMUNITY

Teachers at St John's Regional College are required to:

- Participate in a range of co-curricular activities;
- Be available for at least one camp/overnight stay per year;
- Support and be involved in the co-curricular program;
- Proactively encourage students to participate in co-curricular activities;
- Act as a role model for students participating in co-curricular activities;
- Oversee the provision and care of relevant equipment, materials and first aid requirements;
- Actively work towards the College strategic plan.

REQUIRED COMPETENCIES

- Current VIT registration;
- Have a working knowledge of the AITSL standards;
- Demonstrated ability to establish positive and effective working relationships with staff and students;
- Effective collaboration skills;
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.

DESIRED COMPETENCIES

- Ability to teach in a Catholic School;
- Accreditation to teach Religious Education;
- Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes.

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies via the College website and compli space.



CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

POSITION DETAILS

All duties and responsibilities are pro-rata for part time staff.

The position may also include other duties as outlined from time-to-time by the Principal.

All employees at St John's Regional College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.