Position Information Document
Replacement Teacher

NAME:

START DATE: 24 January 2022

POSITION TITLE: Replacement Teacher

STEP:

EMPLOYMENT: Replacement–

FRACTION OF TIME: 0.7 to 1.0 FTE - TBC

Employment conditions in accordance with The Catholic Schools Enterprise Agreement 2017 and the Teachers (Non-Government Schools) Award.

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1. BROAD PURPOSE

Work collaboratively with colleagues, families and the wider education community to facilitate learning by students and engage in change and improve education.

2. KEY WORKING RELATIONSHIPS

- Principal & School Leaders
- School Staff
- Students
- Parents/Families/Caregivers

3. POSITION OBJECTIVES

The teacher is directly responsible to the Principal, and/or through the relevant Persons of Responsibility (POR) for;

- The development and implementation of the designated areas of curriculum
- The teaching of these areas to designated groups of students
- Ensuring the health, safety and welfare of students and fellow employees
- Maintaining any place or equipment designated or chosen for specific activities

4. KEY RESPONSIBILITIES

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Develop and maintain good working relationships
- Provide a balanced and challenging program relevant to the needs of the students
- Assess, record, and report learner achievement

- Establish structures and processes to achieve a productive learning environment while responding to learners needs
- 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 which are part of the teachers role – eg support and adhere to school and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals
- Support and represent the ethos of OLSH College

5. PROFESSIONAL RESPONSIBILITIES

- Ensure the safety of all students
- Be an outstanding practitioner, ensuring students are engaging in the Australian Curriculum and/or SACE and any local curriculum, as prescribed by the College
- Act in a manner consistent with the Code of Conduct for Staff at OLSH College
- Demonstrate a commitment to uphold and contribute to the Catholic ethos of the College
- Provide leadership in the area of faith formation and the modelling of our Christian traditions and practices
- Provide inspirational learning and teaching for students within the College
- Engage in College sponsored and self-directed Professional Learning referenced to the Australian Institute for Teaching and School Leadership (AITSL) Professional Standards for Teachers (APST)
- Develop a Professional Learning Plan to support the College's goal to achieve continuous improvement in learning and teaching
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Be aware of and consistently implement all relevant College student policies and procedures
- Ensure all responsibilities relating to student 'duty of care' are attended to
- Undertake supervision duties, including Yard Duty, diligently
- Attend staff meetings, information nights, parent teacher interviews, and other professional activities expected of teachers
- Accept delegated responsibilities
- Undertake to dress and behave professionally, and promote high standards in all aspects of College life
- Ensure punctuality to all classes, professional activities, and yard duties
- Establish an orderly and attractive classroom learning environment
- Maintain high standards of tidiness and orderliness for all learning spaces
- Ensure that necessary resources and equipment is accessible and available to all students in readiness for planned learning activities
- Perform any other duties as required from time-to-time, as directed by the Principal

6. REQUIREMENTS OF THE JOB

a. Content of Teaching and Learning

- Plan a comprehensive learning program
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Establish structures and processes to achieve a productive learning environment that is inclusive while responding to learners needs

b. Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task-oriented learning environment
- Set and adhere to timelines for completion of work
- Negotiate and implement consequences if expectations are not adhered to
- Work with students to create an attractive welcoming classroom environment and arrange student furniture to suit the learning activity
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Policy for the Development of Personal Responsibility (2001) and the school's behaviour management guidelines
- Respond appropriately to student behaviour
- 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

c. Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting 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 positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents and students with detailed accurate and informative written and oral reports at appropriate times, as required by the OLSH Assessment and Reporting Policy

d. Interaction with the school and broader community

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others
- Work effectively as a member of a school team in a range of school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas

7. CHILD PROTECTION AWARENESS

Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College's employees for Child Protection. Our Child Protection Policy is available on the College Portal.

Child-Safe Environments Responding to Abuse and Neglect: Education and Care training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

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8. WORK HEALTH & SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker,* while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate 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

Reference:
Division 4, Section 27 and 28 WHS Act 2012

9. SPECIFIC REQUIREMENTS

Acquire and maintain:

- Current teacher's registration
- Screening clearance to work in Catholic Education SA
- Teacher accreditation in Catholic Education SA
- Relevant first aid training
- 'Keeping Safe: Child Protection Curriculum' training
- Approved 'Responding to Abuse and Neglect' qualifications
- 'Disability Standards for Education' lessons 1, 2 & 3 certifications
- Annual sign off is required for:
    - CESA Code of Conduct
    - Protective Practices
    - OLSH College ICT Agreement
- Perform any other duties as required from time to time by the Principal
- Specific qualifications and/or expertise in the designated curriculum and school management area

10. PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

SIGNED (Principal or Delegate) _____ **Date** ____ / ____ / ____

Employee acceptance statement

I accept the above appointment as Replacement Teacher and confirm that I am fit and able to perform the requirements of the position.

SIGNED (Employee) **_____** **Date** ____ / ____ / ____

ROLE REVIEW DATE ____ / ____ / ____

PERFORMANCE REVIEW DATE ____ / ____ / ____

This job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be – an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign duties and responsibilities in this job at any time.