

Teaching Staff Responsibilities

Classroom (Subject) Teacher

Overview

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

Classroom (subject) teachers are appointed by the Principal and are expected to work in partnership with the Head of Learning and Teaching, the Leadership Team, Instructional Leaders, Learning Area Leaders and House Leaders in developing effective teaching and learning outcomes and implementing the directions and policies of the school.

All teachers at St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision, Mission and Values statements- Love, Truth, Hope, Justice and Compassion.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The responsibilities of the teaching staff at St Columba's College draw on the seven areas which the Australian Institute for Teaching and School Leadership (AITSL) has determined as the main attributes needed by the Teaching Profession. These responsibilities pertain to:

Professional Knowledge	<ul style="list-style-type: none"> • Know students and how they learn. • Know the content and how to teach it.
Professional Practice	<ul style="list-style-type: none"> • Plan for and implement effective teaching and learning. • Create and maintain supportive and safe learning environments. • Assess, provide feedback and report on student learning.
Professional Engagement	<ul style="list-style-type: none"> • Engage in Professional Learning. • Engage professionally with colleagues, parents/carers and the community.

The specific responsibilities and expectations pertaining to each of these standards can be found [Australian Professional Standards for Teachers](#).

Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Applicants should have the following qualities and capabilities:

- experience working with children.
- a demonstrated understanding of child safety.
- a demonstrated understanding of appropriate behaviours when engaging with children.
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting).
- be a suitable person to engage in child-related work.

KEY AREAS OF RESPONSIBILITY

As a Staff Member

- Carry out duties in a responsible and professional manner consistent with the ethics of the teaching profession.
- Be aware of and show respect for the principles of Catholic Education and Mary Aikenhead Ministries Educational Philosophy.
- Demonstrate effective communication skills with students, colleagues, parents and others.
- Work effectively as a member of a school team in a range of school activities outside the classroom which extend students' educational experience.
- Demonstrate accountability for all aspects of professional practice and seek to continuously refine and improve practice.
- Understand and act in accordance with College policies, strategic intent, goals and procedures.
- Participate in a breadth of professional learning activities that meet student, personal and school goals, including the College's Performance and Development Program.
- Participate in official College functions that are part of a staff member's professional duties.
- Encourage the growth of confidence in the College by developing in the students a sense of pride in its history, values and educational reputation.
- Maintain the resources of the College – rooms, furniture, and equipment.
- Participate in decision making and curriculum policy development by collaborating in collective efficacy.

As Subject Teacher

- Demonstrate sound knowledge of relevant discipline areas and school goals applicable to their teaching.
- Apply contemporary and relevant materials, teaching methods and programs within the curriculum area being taught.
- Ensure that learning and teaching programs and practices reflect CECV, VCAA, MAEA, the St Columba's College Learning and Wellbeing Framework and the St Columba's College Instructional Model.
- Proactively participate in collegiate Learning Area-based teaching teams to plan, develop, document and deliver courses using the College's Learning Management System according to published timelines each year.
- Know the characteristics of learners at different developmental phases and current educational strategies for addressing their learning needs and be responsible for the preparation and teaching of relevant and engaging lessons for all students.
- Access and utilise data that informs the shape of the curriculum programs and contributes to building collective teacher efficacy.
- Use a variety of assessment methods and data to regularly monitor learning progress to set clear, challenging and achievable goals for students.
- Set and implement appropriate goals related to improving practice as part of the College's Performance and Development Program.
- Actively engage in the coaching model through the Performance and Development Program to support the ongoing development of pedagogical practice, through classroom observations, team teaching, and coaching support.
- Understand and apply a range of technologies to enhance learning.
- Develop life-giving relationships and implement and maintain a classroom management plan, in line with the College's Student Management Guidelines.
- Support the pastoral care and wellbeing of the students and work in conjunction with House Teachers.
- Maintain accurate and comprehensive records of student attendance, progress and achievement, using the College Student Management and Learning Management System.
- Provide parents and students with detailed, accurate and informative written and oral reports, in line with the College Assessment and Reporting Policy.
- Communicate with Instructional Leaders, Learning Area Leaders, House Leaders, House Teachers and parents on student issues both pastoral and academic as they arise.

CONDITIONS

Conditions are as per the *Catholic Education Multi Enterprise Agreement 2022* (The Agreement) and St Columba's College employment policies.

St Columba's College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children

- References that address the person's suitability for the job and working with children.

Any false or incomplete statement or information in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By submitting this application you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

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