

## Teacher Position Information Document

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<b>Name</b>	
<b>Classification</b>	Permanent & Contract Positions Available
<b>Commencement</b>	Week beginning 21 January 2019
<b>Fractional Time</b>	Full Time & Part Time
<b>Salary</b>	As per the South Australian Catholic Schools Enterprise Agreement 2017.
<b>Screening</b>	Please note that the position is subject to ongoing satisfactory police and other screening clearance procedures throughout the duration of employment.
<b>Special Requirements</b>	This PID may be amended annually based on the College's annual strategic needs. Some out of hours work is required. Perform any other duties as directed by the Principal.

### POSITION OBJECTIVE/SUMMARY

St Patrick's Technical College is a unique educational facility for senior secondary students based on a partnership between industry and education. By providing education, skills training and mentoring, St Patrick's Technical College supports students in identifying and developing their potential to enhance employment opportunities.

The College's innovative and flexible methods of teaching enable students to achieve their South Australian Certificate of Education (SACE), while undertaking vocational training leading to fulltime employment or as a School-based Apprentice/Trainee (SbAT).

In this context, a Teacher works collaboratively with colleagues, students, parents/caregivers, employers/businesses, industry organisations, local and state government, TAFE SA and CESA personnel to facilitate student learning and to continually engage in educational innovation to develop real world experiences. The Teacher is responsible for the development and implementation of relevant curriculum to the students in their care, taking a personalised approach to each individual student's learning, combining best practice with the highest quality teaching, learning and training.



## KEY WORKING RELATIONSHIPS

Responsible to the Principal

- General Manager Teaching and Learning (GMTL)
- General Manager Student Wellbeing (GMSW)
- 11/12 Student Manager
- VET Manager
- Industry Partnerships Manager
- Community, Spirituality and Identity Coordinator
- College Executive Leadership Team
- Faculty Managers
- Teaching and Administration Staff
- Students
- Parents/Caregivers
- Education/Training Providers/Industry Partners and Associates
- Other Relevant Stakeholders

## KEY DUTIES AND RESPONSIBILITIES

Working collaboratively with colleagues and parents/carers, teachers at St Patrick's Technical College assume responsibility for the educational life of students, facilitating their learning and engaging in educational reform. This responsibility is exercised in the areas of pastoral care, student mentoring, parent liaison, employer liaison, industry partnerships and general organisational matters.

Teachers at St Patrick's Technical College are required to attend to the following areas within their work and continually aim to improve their practice inside and outside of the classroom in line with the Australian Professional Standards for Teachers.

### Content of Teaching and Learning

- Establish comprehensive learning programs
- Facilitate contemporary learning in a range of subjects within a senior secondary context
- Design, monitor and review an innovative, relevant and engaging curriculum
- Develop explicit links between SACE subjects and trade training courses to ensure students can immediately make a direct correlation between what they are learning and its application to the real world, thus ensuring genuine excellence in teaching and learning
- Explore and research a range of learning experiences and opportunities that promote success and achievement
- 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
- Develop and use a range of flexible teaching strategies and approaches to enhance student learning experiences
- Develop the curriculum and assessment procedures in designated curriculum areas/year level(s) according to College policies
- Develop and utilise appropriate evaluation techniques for formative assessment and set and supervise summative assessment tasks in line with SACE, VET and ACARA requirements

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- Demonstrate best practice in inclusive learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice

### **Working with Students and Classroom Management**

- Foster connections to establish positive and effective relationships with students
- Build strong relationships with parents/caregivers
- Ensure that all students are engaging effectively in lessons to achieve the expected lesson aims and learning outcomes.
- Establish and maintain a focused, organised and task oriented learning environment
- Set and adhere to timelines for completion of work
- Work with students to create an attractive, welcoming classroom environment
- Apply prescribed consequences and strategies to respond to students who do not demonstrate responsible behaviour expectations
- Support students to meet the expected requirements for uniform, behaviour, attendance, punctuality and other expected College Standards.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of CESA's Behaviour Education and Personal Responsibility Policy and St Patrick's Technical College policies
- Negotiate and implement consequences, in line with College processes and policies, if expectations are not adhered to
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Maintain clear professional boundaries with all students and recent graduates of the College
- Maintain standards of tidiness and orderliness
- Develop a case management approach as a mentor to a group of students
- Support the implementation of all Work Health and Safety (WHS) policies in relevant Learning Areas

### **Assessment and Reporting of Student Learning**

- Provide reviews of the varying learning programmes and their effectiveness in promoting successful outcomes for students
- 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 regular 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 College

### **Interaction with the School and Broader Community**

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others
- Work effectively as a member of a College team in a range of College activities
- Engage in staff professional learning
- Plan for and participate in professional learning as relevant and as required by the College
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning



practice in designated curriculum areas

- Attend staff, learning area and professional learning team meetings as required

## **QUALIFICATIONS AND EXPERIENCE**

It is expected that the Teacher will have:

- a record of delivering successful student outcomes as a highly motivated educator
- possess appropriate qualifications, expertise, and successful teaching experience
- a demonstrated interest in and commitment to innovation and improvement in the learning and wellbeing outcomes of all students
- current South Australian Teacher's Registration
- relevant First Aid training
- 'Keeping Safe: Child Protection Curriculum' training (or complete as soon as possible after appointment)
- approved 'Responding to Abuse and Neglect' qualifications
- qualifications related to teaching in the relevant Learning Area(s)
- a commitment to support the Catholic ethos of the College
- excellent interpersonal and communication skills

## **PERSON SPECIFICATION**

It is expected that a Teacher at St Patrick's Technical College will:

- work collaboratively with staff members, parents, students and the College's external partners
- possess excellent interpersonal and communication skills with the ability to engage with people from varying backgrounds
- maintain high standards in all areas of College life and lead by example
- be committed to ongoing professional development and continuous improvement
- continue to develop and implement the College curriculum
- possess a sound understanding of and empathy for senior secondary students and the way in which they learn and respond to the world around them
- be flexible and accept that the role may vary from time to time in response to College needs or particular teacher skills, as determined by the Principal
- possess and implement creative learning strategies
- have an interest in and active role in the work of apprentices/trainees

## **PROFESSIONAL RESPONSIBILITIES**

It is expected that staff at St Patrick's Technical College will:

- adhere to the Code of Conduct for staff employed in CESA schools
- have a commitment to support, contribute and represent the ethos of Catholic schools
- have a commitment to support, contribute and represent the ethos of St Patrick's Technical College
- participate in activities that both support and develop the College's Catholic ethos
- understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College and maintain confidentiality

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- participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher/trainer
- support and facilitate arrangements for the various activities associated with trade and year groups, including orientation day, parent information evening, parent/teacher Interviews, work experience, open days, trade expos, try-a-trade days, over-night camp/retreat, assemblies and student leadership program
- support and implement College policies and the contents of the Staff Handbook
- contribute to the development of a collaborative culture within the College
- work collaboratively with staff to provide the best possible pastoral care for the students
- champion improvement and growth across all aspects of the College
- develop and maintain close and effective professional relationships with other staff
- communicate with employer and industry partners, after collaboration with the GMTL, VET Manager and other relevant staff
- maintain professional and good working relationships with employers and industry partners
- be a strong advocate and ambassador for VET and the apprenticeship/traineeship system as a significant platform leading to future student success and its links to the SACE
- support the educational life of students
- assist with the development of employability skills in students
- complete administrative tasks accurately and on time
- maintain any place or equipment designated or chosen for specific activities
- ensure that confidential information is handled appropriately
- ensure the successful participation of all students in the Work Experience program
- be involved in Work Experience calls/visits of students
- attend meetings of College staff and Learning Areas as required
- accept delegated responsibilities
- be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity
- carry out other non-instructional responsibilities which are part of the teachers role – e.g. support and adhere to College 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



## WORK HEALTH AND 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
- co-operate 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 28 WHS Act 2012

SIGNED (Employee) ..... Date .....

SIGNED (Principal/Delegate) ..... Date .....