



# La Salle College

*Touching Hearts, Teaching Minds, Transforming Lives*

## ROLE DESCRIPTION

Teacher

<b>ACCOUNTABLE TO:</b>	Leader of Learning
<b>LEARNING AREA:</b>	Health & Physical Education
<b>EMPLOYMENT CONDITIONS:</b>	The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015
<b>LEVEL/ STEP:</b>	According to experience and qualifications
<b>STATUS:</b>	Temporary (Term 2, Week 3 to 31 December 2020)

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### La Salle College Mission

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community.

The foundations upon which our College is built are:

- A strong sense of community
- A rich Pastoral Care system
- A nurturing spiritual environment
- A commitment to excellence

### Role Outline

The Teacher is responsible for the holistic care and growth of the student. The position requires the effective coordination and care of students in pastoral care groups through proactive membership of the pastoral care team. This includes mentoring, monitoring and actively engaging in the academic care and wellbeing of the student.

The Teacher will facilitate effective learning underpinned by the curriculum and learning framework of the College and in support of students' individual learning needs. Teachers are in a unique position to enhance outcomes through the delivery of rich and meaningful learning experiences for students.

The Teacher works collaboratively with other teachers, academic and pastoral leaders to implement the College's Vision for Learning.

The Teacher supports the effective coordination and care of students in Pastoral Care Groups and facilitates the support of students through Wellbeing program delivery and daily organisation.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

## Key Accountabilities

The position responsibilities are summarised in the following areas:

### 1. Personalised education

#### 1.1. Teaching and Learning

- Have a thorough knowledge of your subject(s) and be prepared to extend this knowledge through professional learning, collaboration with colleagues, research and participation in external professional networks and/or events.
- Apply this knowledge and effective teaching strategies to develop engaging learning activities and organise content into coherent, well-sequenced programs that meet the requirements of the WA SCSA curriculum.
- Work collaboratively with other classroom teachers to design and implement learning resources which may include the integration of technology to enhance learning.
- Engage students in rich learning experiences that facilitate understanding, discovery, reflection and application.
- Collaborate with other subject specialists to develop appropriate trans-disciplinary and/or problem-based experiences to develop knowledge, skills, problem-solving and critical and creative thinking.
- Demonstrate an understanding of the types of assessment that promote learning and reflection in students.
- Set and maintain clear expectations for students and promote learning as a rich and lifelong experience.
- Support the Deputy Principal, Leaders of Learning and other leaders in maintaining a positive and stimulating learning environment.

#### 1.2. The individual needs of students

- Provide a high level of pastoral care and nurture the wellbeing of all students, creating a learning environment that reflects the College approach to Wellbeing and the Learning Framework.
- Enact your Duty of Care for students and communicate regularly with subject teachers, the School Leadership Team and the Principal.
- Develop knowledge and understanding of individual students to enhance their learning and connectedness to the College.
- Understand the processes to identify specific learning needs for individual students and work within policy guidelines to facilitate a differentiated approach that enables personalised education.

#### 1.3. Classroom Practice

- Promote and integrate Catholic Values through their teaching.
- Create and maintain a safe, vibrant and engaging learning environment.
- Teach in a manner that is effective for engaged student learning.
- Support the wellbeing approach of the College through classroom practice.
- Set and maintain clear behavioural and learning expectations for students in line with College policy and procedures.

#### 1.4. Assessment and Reporting

- Complete all requirements in relation to the marking of student work, assessment tasks and examinations and provide feedback in an effective, professional and timely manner.
- Complete all academic and wellbeing reporting requirements in an accurate, timely and efficient manner.

#### 1.5. Provide support to students in the management of daily routine

- Develop positive relationships with students to assist their understanding of classroom procedures and encourage an organised and safe approach to daily routine.
- Assist the Leader of Wellbeing in communicating and distributing relevant information to students and delivering the Wellbeing program.
- Set and apply clear expectations for students in support of the College uniform and conduct standards and monitor this on a daily basis.
- Communicate regularly with the Leader of Wellbeing and Leader of Learning to ensure that students are provided with appropriate, accurate and timely information.

## **1.6. Effective administration related to students and learning**

- Ensure that roll marking procedures for attendance are fulfilled according to College policy.
- Support the administrative needs of the Leader of Learning, Leader of Wellbeing and Deputy Principals as required when preparing for programs and events outside the normal routine.
- Monitor the absentee rates of individual students and respond in line with College policy.
- Contribute to the organisation and administration of year level activities including Retreats, Reflection Days and fundraising activities.
- Maintain accurate records of communication through SEQTA in relation to student issues and ensure the security and confidentiality of information.

## **2. People and Culture**

- Uphold the values and expectations as described in the College's Code of Conduct and the Code of Professional Conduct for Staff at La Salle College.
- Actively promote student engagement with the College values and expectations as described in the Student Code of Conduct.
- Demonstrate a growth mindset that shows a commitment to professional growth aligned to the AITSL Professional Standards.
- Enhance skills and knowledge through participation in professional learning programs that support and advance best practice.
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise, providing constructive feedback, team-teaching and/or peer-coaching or mentoring.
- Provide a timely formal report to the Leader of Learning, Director – Teaching and Learning and other relevant parties on any external professional learning program attended.

## **3. Community**

### **3.1. Maintain the Catholic ethos in the College and support the Catholic Educational Philosophy as endorsed by Catholic Education of WA**

- To help ensure the provision of the Christian religious perspective, in the teaching and learning process and in all the activities of the school in which staff and students engage.
- To provide a Christian leadership role by example, for all members of the school community.
- To help maintain an atmosphere of charity and justice within the school, as would be expected in a Christian community.
- To participate actively in the life of the Church and to have a pastoral concern for each individual student.
- To share in the planning and organisation of appropriate prayer reflections and liturgies for class, school and staff.
- To be alert and conscientious in enforcing school policy, particularly with regard to the behaviour and general conduct of pupils.
- To help promote a team spirit among the staff by genuinely caring for each other, sharing success and disappointment relating to classroom management and teaching strategies, meeting socially when appropriate etc.

### **3.2 Leadership and participation**

- Take ownership, participate and engage in Faith formation and ensure that all Accreditation requirements are fulfilled.
- Take ownership, participate and engage students in House initiatives and student community activities both within the College and externally.
- Contribute wholeheartedly to the life of the College, including involvement in extra-curricular activities.
- To help foster good relations between the community and the school and to help involve parents in work and activities of the school.

### **3.3. Communication**

- Communicate effectively with students, parents and staff in relation to both academic and pastoral matters as required.
- Inform the Leader of Wellbeing and/or Deputy Principal (Wellbeing) of significant pastoral care matters.
- Inform the Leader of Learning of significant academic matters.
- Be accessible at reasonable times to students when assistance or guidance is sought.
- Respond to parent enquiries in a professional, timely and efficient manner.
- Attend parent-teacher-student meetings, information evenings and other College community events as required.
- Contribute to the development of policy, procedures and processes and provide recommendations to the Deputy Principals and Leaders of Learning for improvement.

### **3.4. Risk Management**

- Report directly to the Principal on any matters relating to Child Protection.
- Inform the Human Resources Advisor about risk management issues as they arise.
- Assist in monitoring a safe and secure school environment for students and staff.
- Participate in training, preparation and practice for responding to accidents, emergencies or other threats to safety or security of student, staff or other members of the College community.

### **4. Sustainability**

- Promote a positive attitude towards consideration, care and sustainability of the environment and support social responsibility programs.
- Work collaboratively with community members in the use and distribution of resources.
- Use resources effectively to support learning outcomes and follow College sustainability initiatives and policies on procurement.
- The Principal may direct other reasonable and relevant duties.

### **KEY COMPETENCIES**

1. Demonstrated support of the ethos and the Catholic values of the College and, within this, the capacity to lead by example.
2. Academic and teaching qualifications that meet the requirements of the Teacher Registration Board of Western Australia.
3. Experience in developing and enacting authentic, innovative and engaging learning experiences in support of academic and wellbeing objectives.
4. Demonstrated effective Duty of Care for students in line with policy and procedures.
5. Demonstrated ability to guide and support students at various stages of development and foster the development of leadership capacity in students.
6. An exemplary record of professional conduct including maintaining appropriate confidentiality.
7. The capacity to maintain accurate and complete records and effective administration and organisation of activities related to the role.
8. Be a productive and collaborative member of a school education community.
9. Develop and sustain quality professional relationships, using effective communication and interpersonal skills.
10. The ability to integrate technology to enhance learning outcomes.
11. A track record of ongoing personal and professional growth and development.