



YOUR TITLE	Teacher	WHO YOU REPORT TO	Head of Learning Area
YOUR TEAM	Sacred Heart College	WHO REPORTS TO YOU	NA

Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of a Sacred Heart Teacher is to plan, organise and deliver educational programs, modelled within the Catholic Ethos, in a positive learning environment. A Sacred Heart Teacher encourages each student to discover and develop their interests and talents in order to become the best they can be. Providing innovative and best practice teaching, students will grow and develop lifelong learning attributes. Teachers should model lifelong learning as per the College Motto of Always Striving Upwards.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> Current Teachers Registration includes National Police Clearance Working with Children's Check
Award	Teachers Award: https://www.cewa.edu.au
Where and when you will be working	Within Sacred Heart College, term time, plus holidays as defined in the Teachers EBA. Participation in co-curricular activities is expected. From time to time some work outside your usual hours will be required.
Key relationships	Students, parents, College Principal, College Vice Principal, all Deputy Principal's, Heads of Learning Area, all Assistant Deputy Principal's, school Psychologists and other College employees.



<p>Knowledge, Experience and Skills</p>	<ul style="list-style-type: none"> • Passionate about teaching: demonstrates an enthusiasm for teaching and the ability inspire curiosity and a love of learning with students. Commitment to the holistic development of each student. es knowledge of and interest in best practice pedagogy to foster the attributes of the Sacred Heart Learner. • Commit to Wellbeing: demonstrates a commitment to own wellbeing to maintain sustainable energy levels and wellness to be the best version of ourselves in the classroom. • Strive for Excellence: demonstrates the ability to consistently set high goals and standards for our students and ourselves. This is achieved through targeted interventions for improvement and continual reflection. • Build Rapport with all Community Members: demonstrates the ability and commitment to know students and enjoy developing mutually respectful and professional connections both inside and outside of the classroom. Demonstrates the ability to build and maintain positive relationships. • Knows their subject: demonstrates expertise in subject areas and enjoys sharing professional capital. Committed to lifelong learning and engage regularly in professional development to further expertise. • Design effective and inclusive courses: demonstrates the ability to plan and prepare inclusive and engaging courses, with lessons that ensure all students experience success in the learning process. • Innovation: demonstrates the ability to recognise the need to continually evolve and adapt to meet the changing needs of students and society at large. • Use Data Analytics to Improve Effectiveness: demonstrates ability to use data analytics to measure student achievement and to target and implement improvement practices and to inform teaching and learning strategies. • Effective feedback: demonstrates the ability to provide timely information to students on their learning, achievement, and attitude. Ability to provide direction on how to reduce the gap between where the students are and where their potential lies. Willingness to seek feedback regarding own teaching practices in order to continually improve. • Collegial, Collaborative and Community-Minded: demonstrates the ability to work collaboratively with colleagues, parents and students by sharing knowledge, resources and time. Actively support those in need whilst adhering to appropriate boundaries to create a supportive environment where call can flourish. • Values: demonstrates ability and willingness to uphold College values of Compassion, Courage and Respect. • Catholic Ethos: demonstrates strong understanding of Catholic Ethos and models this in all decision making.
<p>The standards you need to meet/ what you will need to do – key activities</p>	
<p>Teaching</p>	<p>Your responsibilities as a teacher include:</p> <ul style="list-style-type: none"> • Developing a positive, trusting and respectful relationship with each student in the class. • Arriving and leaving class punctually and encouraging students to develop similar habits. • Monitoring the progress of all students in giving adequate written comment when these are asked for eg: interview preparation sheets or written reports. Preparing carefully for formative feedback and semester reporting.



	<ul style="list-style-type: none"> Monitoring student behaviour skilfully, so that other students' rights are respected. Carrying out school policy regarding the particular subject being taught and submitting to the Head of Learning Area the required information. Following the College Behaviour Management Policy. Covering the set curriculum and being able to justify marks given to students. Supporting College policy on matters pertaining to students, employees and procedures. Ensure schedule of assessments are visible on the Learning Management System. Ensure students' academic results are visible on the Learning Management System within two weeks of assessment. Orderly welcome and dismissal of the class at the open and close of the lesson. Ensure that the classroom is presentable and tidy at the end of each session.
Qualifications	<ul style="list-style-type: none"> Minimum relevant qualifications either Undergraduate degree in a specific discipline with a Graduate Diploma of Education (Secondary) Bachelor of Education
Decision making	<ul style="list-style-type: none"> Decisions regarding the welfare and academic progress of students' as a professional teacher.
What success looks like:	<ul style="list-style-type: none"> Positive feedback from student surveys Positive feedback from College employees and parents Student's academic performance. Demonstrated ability to meet expectations of Head of Learning Area and College Executive.
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time. Ensure understanding and compliance of the College OHS policy Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. <ul style="list-style-type: none"> Proper use of any personal protective clothing or equipment supplied to you. Not misusing or damaging any equipment you use. Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.
Code of Conduct	You are responsible for ensuring you act within the framework of the College's Code of Conduct.
Ongoing professional development	Sacred Heart College has an established growth culture that you will be expected to actively participate in and model a commitment to continuous learning.



Sign off	Leader name:		Employee name:	
	Leader signature:		Employee signature:	
	Date:		Date:	
	Document last updated:		December 2022	

Organisational Structure

