‘Learn to Learn, Learn to Live, Learn to Fly

Position Information Document

Middle School Teacher – Yr 7 Maths and Science

<table>
<thead>
<tr>
<th>POSITION DETAILS</th>
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<tbody>
<tr>
<td>Role Title:</td>
<td>Yr 7 Maths and Science Teacher</td>
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<tr>
<td>Responsible to:</td>
<td>Middle School Deputy Principal</td>
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<td>Classification Level:</td>
<td></td>
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<tr>
<td>Job Status:</td>
<td>Replacement Term 3 only 2013</td>
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<tr>
<td>Hours per week/year:</td>
<td>0.8 FTE</td>
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</tbody>
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COLLEGE VISION

Cabra Dominican College is a Catholic co-educational school with a student population of approximately 1050 students from year 6 -13. Founded in 1886 by the Dominican Sisters, Cabra has strived throughout its history to remain faithful to the Dominican tradition.

Vision Statement:

Cabra Dominican College, as a Christian community in the Catholic Tradition, strives to nurture and develop the unique gifts of individuals, to liberate them in search for truth, and to empower them to create a better world.

KEY WORKING RELATIONSHIPS

Principal and Leadership
Year Level Coordinator
Facility Heads
Staff
Students
Parents
DUTY STATEMENT

- Have a key role in developing and implementing numeracy in the Year 7 team.
- Have specific qualifications and/or expertise in the area of Middle School Teaching.
- Have contemporary understandings and practices in relation to the teaching and learning of Middle School students.
- Work within the Year level team to plan and share curriculum units.
- Use ACARA statements to plan and link curriculum units and be aware of National Curriculum developments.
- Integrate Literacy, Numeracy and ICT skills into all curriculum units.
- Have the ability to contribute to the wider life of the College.
- Plan and prepare lessons, courses and classroom activities.
- Teach according to the educational needs of the students assigned to them, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the development, progress and attainment of students.
- Promote the general progress and well being of individual students.
- Provide guidance and advice to students on educational and social matters.
- Make records of the personal and social needs of students.
- Participate in meetings arranged for any of the purposes described above.
- Be involved in the development of curriculum at both a whole school and department level.
- Accept a coaching or managerial position for an extra-curricular team or activity as per the normal expectation of the school.

TEACHER DUTY STATEMENT

1. Professional Responsibilities

- Have a commitment to uphold and contribute to the ethos of Catholic schools in accordance with the Charter for Teachers in SA Catholic Schools and in which the teacher works.
- Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school’s policies, guidelines and procedures.
- Complete administrative tasks accurately and on time including record keeping.
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher.
- Maintain a Duty of Care to students.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Attend staff meetings, parent teacher interviews and other extra-curricular activities

2. **Content of Teaching and Learning**
   - Plan a comprehensive learning program
   - Address students’ varying intellectual, emotional, spiritual 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
   - Demonstrate best practice in teaching and learning

3. **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
   - Arrange student furniture to suit the learning activity and comply with OHS guidelines.
   - Work with students to create an engaging and safe learning environment
   - Maintain standards of tidiness and orderliness
   - Apply student development skills in line with school policy
   - Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
   - Consistently maintain behavioural expectations
   - Apply effective consequences and strategies to assist students who interfere with teaching and learning

4. **Assessment and Reporting of Student Learning**
   - Maintain accurate and comprehensive records of student progress and achievement including personal and social needs.
   - Use a variety of authentic assessment and reporting methods to regularly monitor learning process
   - 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 school

5. **Interaction with the school and broader community**
- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Appropriate and regular contact with parents when necessary.
- 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.

6. **Work Health & Safety**

   **Commitment**
   - Support the development and maintenance of a best practice WHS culture within their workplace.
   - Adhere to safe work practices.
   - Be responsible for WHS and maintenance in any area or classroom designated.

   **Legal and Policy Requirements**
   - Comply with all relevant policies and procedures.
   - Improve systems of work and safe practices.

   **Performance and Training**
   - Participate in relevant WHS training programmes.
   - Provide appropriate WHS training for persons using designated areas.
   - Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor.

   **Risk Management and Hazard Control**
   - Report hazards and unsafe workplace practices associated with the workplace to their supervisor.
   - Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards.

   **Incident Reporting and Investigation**
   - Participate in the investigation of potential hazards, dangerous occurrences, incidents and near misses in accord with the Catholic Church Safety Manual.

   **Consultation**
   - Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution.

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**SPECIFIC REQUIREMENT**

Acquire and maintain:

- Police clearance to work in Catholic Education SA.
- Approved Mandatory Notification training.
- First Aid training.
- Teachers Registration
- Perform any other duties as required from time to time by the principal

**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.

SIGNED Brian Schumacher ___________________________ Date ____________________

SIGNED Incumbent ___________________________ Date ____________________

ROLE REVIEW DATE ___________________________

PERFORMANCE REVIEW DATE ___________________________