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

Position Information Document

English Teacher

POSITION DETAILS

<table>
<thead>
<tr>
<th>Role Title</th>
<th>English Teacher</th>
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<tr>
<td>Responsible to</td>
<td>Faculty Coordinator, Principal</td>
</tr>
<tr>
<td>Classification Level</td>
<td></td>
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<tr>
<td>Job Status</td>
<td>Replacement</td>
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<tr>
<td>Hours per week/year</td>
<td>0.8 – 0.9 FTE 2 May 2016 to 16 December 2016</td>
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<td>Review Date</td>
<td>May 2017</td>
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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 -12. 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 Coordinators and Curriculum Coordinator
Teachers
Students
Parents
DUTY STATEMENT

The successful applicant for this position must have a wide range of experience in teaching English including:

- Have specific qualification and/or expertise in the area of English.
- Be able to teach Years 8 -10 English and SACE Stage 1 and 2.
- Use ACARA statements to plan and link curriculum units and be aware of National Curriculum developments.
- Apply knowledge and pedagogies that address the learning requirements of the Australian curriculum and SACE framework.
- Have contemporary understandings and practices in relation to the teaching and learning of English.
- Apply curriculum knowledge and teaching methodology to facilitate outstanding student learning outcomes.
- Differentiate curriculum as appropriate for individual student learning success using reliable student learning data.
- Maintain up-to-date and detailed lesson plans including documenting all assessment outcomes using the college online learning management tool.
- Have a sound knowledge of ICTs and be willing to use them in their daily teaching of English.
- Must be prepared to participate in the extra curricular program of the College.
- Actively support the Catholic ethos of the College

Acquire and maintain:

- Police clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect training
- First Aid training
- Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Perform any other duties as required from time to time by the principal

PERSON SPECIFICATION

- Ability to establish effective relationships and apply interpersonal skills with students
- Work collaboratively with other staff members, parents and the local community
- Possess excellent interpersonal and communication skills
- Have highly developed organisational and planning skills.
- Maintain confidentiality at all times.
- Show initiative and be able to work under pressure.
- Be a creative thinker with problem solving skills.

TEACHER DUTY STATEMENT

(a) Professional Responsibilities

- Have a commitment to uphold and contribute to the Catholic and Dominican ethos of the school.
- Act in accordance with the principles of the Cabra Dominican College Staff Code of Conduct (draft).
- Act in partnership with parents, peers and all school staff in the building of school community.
- Respect confidentiality of school information, including student records and discussions pertaining to such matters.
• Effectively carry out all required administrative and supervisory responsibilities.

(b) Teaching and Learning

• Plan and deliver a comprehensive learning program which recognises and addresses the varying intellectual, emotional and physical abilities of all students.
• Integrate learning strategies and technologies that reflect awareness of constructivist learning and students’ preferred learning styles.
• Demonstrate skills in fostering student attention, interest and motivation.
• Use the online learning management tools to support learning.

(c) Classroom Environment

• Create a positive classroom environment, guided by principles of fairness and compassion, which enhances the learning process.
• Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and teachers.
• Manage the behaviour of students consistent with the school’s established processes.
• Maintain accurate attendance records and standards of classroom appearance.

(d) Assessment and Reporting of Student Learning

• Use a variety of assessment and reporting methods to regularly monitor the learning process.
• Provide students with positive feedback that reinforces student achievement and focuses on improvement.
• Maintain accurate and comprehensive records of student progress and achievement.
• Provide parents and students with detailed and accurate written and oral reports at appropriate times, as required by the school.

(e) Interaction with the school and broader community

• Demonstrate effective communication skills with students, colleagues, parents and others.
• Work effectively as a member of any particular required school team (eg. year level, faculty group).
• Participate in partnerships with colleagues to reflect upon and improve teaching and learning in designated curriculum area.

(f) Class Teacher Responsibilities

• Demonstrate effective pastoral care for all students in home class, through the building of positive relationships.
• Be an advocate and supporter of the particular needs of individual students within home class.
• Monitor and support students in their learning
• Attend to all required administrative duties, including morning prayer, overseeing of uniform and personal grooming, information sharing, distribution and collection of required forms, maintenance of accurate student attendance.
• Deliver an effective Pastoral Care Program in partnership with fellow class teachers and Year Level Co-ordinator.
• Complete any necessary reporting procedures associated with the home class.
WORK, HEALTH AND SAFETY

Workers
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 instructions given by the employer
- Cooperate 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 27 and 28 WHS Act 2012

PERFORMANCE REVIEW

The Employee will undertake performance review on an annual basis. On the 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 and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement 2013 (as amended or replaced).

SIGNED __________________________ DATE:____________________________

SIGNED __________________________ DATE:____________________________

ROLE REVIEW DATE DATE:____________________________________

PERFORMANCE REVIEW DATE DATE:____________________________________