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

Position Information Document

Japanese Teacher

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COLLEGE VISION

Cabra Dominican College is a Catholic co-educational school with a student population of approximately 1180 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 Executive Leadership Team
Curriculum Coordinator
Teaching and Learning Team
House Leaders
Teachers
Education Support Officers
Students
Parents
DUTY STATEMENT

Each subject teacher, along with all staff members, play a vital role in ensuring that Cabra Dominican College provides and delivers an engaging and dynamic curriculum, which allows all students opportunities for success.

The position will include the following duties:

- Have specific qualification and/or expertise in the curriculum area of Japanese
- SACE Stage 1 and 2 and a broad experience at 6 – 9 year levels
- 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 Japanese.
- Apply curriculum knowledge and teaching methodology to facilitate outstanding student learning outcomes.
- Differentiate and modify curriculum as appropriate for individual student learning.
- 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 subject areas.
- 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
- Responding to Abuse and Neglect - EC
- BELS First Aid training
- South Australian Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Disabilities in Education

TEACHER DUTY STATEMENT

Professional Responsibilities

- Have a commitment to uphold and contribute to the Catholic and Dominican ethos of the school.
- Act in accordance within the principles of the CEO Code of Conduct.
- 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.

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.
Classroom Management and Behaviour Education

- 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.

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.

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 (e.g., year level, faculty group).
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning in designated curriculum area.

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 House Leaders.
- Complete any necessary reporting procedures associated with the home class.

PERSON SPECIFICATION

- A skilled and experienced teacher in Japanese.
- Ability to establish effective relationships and apply interpersonal skills with students.
- Understands and is committed to enhancing the pastoral care of faculty staff.
- Well-developed interpersonal skills and proven ability to establish a strong, positive rapport with students, parents, staff and external agencies.
- Work collaboratively with other staff members, parents and the local community.
- Maintain confidentiality at all times.
- Demonstrated initiative and the capacity for follow through.
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

SIGNED ____________________________________ DATE: ________________________________
Brian Schumacher

SIGNED ____________________________________ DATE: ________________________________
Incumbent