



## Position Information Document

### Psychology/ English Teacher 0.8 FTE

POSITION DETAILS	
Role Title:	Psychology/ English Teacher
Responsible to:	Curriculum Coordinator, Principal
Job Status:	Replacement
Hours per week/year:	0.8 FTE 29.01.2018 – 14.12.2018
Review Date:	October 2018

#### 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 areas of English and Psychology including:
  - English Year 8 -12
  - Psychology Stage 1 and 2
- Use ACARA and SACE 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 and Psychology.
- 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

## 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

### 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 (eg. 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 Year Level Co-ordinator.
- Complete any necessary reporting procedures associated with the home class.

**PERSON SPECIFICATION**

- A skilled and experienced teacher in Science
- 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

<b>BRIAN SCHUMACHER, PRINCIPAL</b>		
	<i>Sign</i>	<i>Date</i>
<b>INCUMBENT</b>		
	<i>Sign</i>	<i>Date</i>
<b>ROLE REVIEW DATE</b>		
<b>STAFF APPRAISAL DATE:</b>		