Saint Ignatius College Geelong

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Role Statement

Teaching Staff

Overview

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- *College's Catholic Ethos*
- *College's Ignatian Ethos*
- *College's Child Safe Policies and Procedures*
- *CECV Statement of Principles Regarding Catholic Education*

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader/s of their work area/s.

Saint Ignatius Learning and Teaching Policy states:

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Position Description

1. Contemporary Teaching

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs and students with Individual Learning Plans
- Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Understand state and national course requirements
- Keep accurate records of student attendance
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions
- Write formal academic reports that conform to report writing guidelines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- Liaise with appropriate support staff in the implementation of the curriculum
- Adopt the Ignatian approach to the Ministry of Teaching
- Utilise the school's ICT systems to develop student engagement in learning and digital literacy skills

2. *Pastoral Care and Child Safety*

- Provide students with a child-safe environment
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment
- Attend year level meetings as scheduled
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required
- Be active participants in the College's pastoral care system
- Are responsible for the behaviour of all students
- Responsible for the appearance of all students and to model appropriate dress by adhering to the dress code policy as publish in the staff manual

3. *Curriculum Development*

- Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach
- Develop assessment instruments in a collegial manner where whole group testing takes place
- Evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend to the continual development of their pedagogical and teaching skills for the improvement of student achievement.
- Attend scheduled meetings and contribute to professional learning
- Work positively and cooperatively in designated and ad hoc teams to develop curriculum and other learning opportunities for students
- Establish Professional Learning Goals and report on progress towards these as required.
- Attend subject meetings as scheduled

4. *Professional Development*

- Have current knowledge of curriculum initiatives in the relevant teaching areas
- Commit to ongoing professional development in the relevant teaching areas
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Participate in the staff appraisal and review process annually
- Be an active member of a relevant professional association as duties permit
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Director of Teacher Development
- Participate annually in Ignatian professional development
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Uphold the professional standards expected of this role

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Saint Ignatius College Geelong

5. *General and Professional Responsibilities*

- Develop and maintain, at all times, collegial and professional relationships with colleagues
- Be respectful of spiritual and social values of the college
- Be an accredited member of VIT and enact their obligations to maintain membership
- Meet professional responsibilities to teach in Victorian including adhere to the AusVELS, VCE, VCAL and/or VETiS requirements
- Fulfil the requirements of Australian Professional Standards for Teachers, as per the National Standards for Teachers governed by AITSL
- Contribute to a healthy and safe work environment for themself and others and comply with all safe work policies and procedures
- Ensure the safety of our community by attending to OH & S issues in an appropriate and timely manner
- Support a performance and development culture
- Adhere to all College Policies and Procedures

6. *Co-curricular Involvement*

- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for participating students
- Keep accurate records of student attendance and participation within the co-curricular activity
- Create and maintain a safe environment in which students may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements
- Where appropriate, nominate participating students for awards or school colours
- Consider participation in social justice activities/retreats/spiritual programs.

7. *General and School Community Administrative Duties*

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate duty of care to students in relation to their wellbeing
- Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal
- Attend staff liturgical events and staff faith development days
- Use Information and Communications Technologies to enhance administration procedures
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- Attend all relevant school meetings, Parent Information Evenings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- Participate in duty supervision as rostered and other supervision duties when required
- Use class time, not scheduled for teaching duties, for the purposes of lesson planning, assessment of student work and organization
- Uphold the professional standards expected of a teacher
- Contribute to the life of the College by participating in College functions, events, camps, excursions etc.
- Other duties as directed by the Principal

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