



St Bede's
College

Role Description

Teacher

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Teachers at St Bede's College are supportive of the Catholic and Lasallian character of the College and actively supports the Mission and Vision of the College. Teachers at St Bede's College facilitate student learning by providing variety of evidence-based teaching strategies to engage learners and cater for individual learning needs. Teachers collaborate with colleagues within the relevant Learning Area with a particular focus on improving learning and teaching within the College.

Attributes and Competencies

A teacher is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on teaching and learning and the wellbeing of students.
- Display the ability to actively engage students in the learning process, demonstrating the understanding that learning is an active and collaborative venture.
- Maintain confidentiality on information about students and fellow staff members.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrate professional and collegiate relationships with colleagues
- Demonstrate an understanding of the legal requirements surrounding Child Safety.

Specific Duties

Contemporary Teaching & Curriculum Development:

- 1) Understand and adhere to professional requirements including the Australian Professional Standards for Teachers, the VIT Code of Conduct and CECV policies.
- 2) Keep abreast of curriculum requirements as mandated by VCAA (VCE and Victorian Curriculum) and the CEM (Religious Education).
- 3) Understand, contribute to and follow Learning Area course and assessment requirements. This includes the planning, development, review and evaluation of curriculum in the learning areas and the year levels at which you teach. Ensure that resources and course outlines are stored on SIMON for the benefit of the college.
- 4) Give appropriate time to lesson planning and organisation.
- 5) Employ a variety of evidence-based teaching strategies to engage learners and cater for individual learning needs, with a particular focus on Visible Learning.
- 6) Monitor the progress of each student and make use of contemporary feedback models to provide meaningful advice on how students can improve their academic performance.
- 7) Engage with colleagues in learning progress discussions using data and work samples.
- 8) Attend Parent-Student-Teacher Interviews and provide individual feedback to students and their parents/carers regarding academic progress.
- 9) Adhere to St Bede's College Feedback, Assessment and Reporting Policies from Years 7 – 12, particularly in the provision of common assessment tasks.
- 10) Keep accurate records of student attendance.
- 11) Embrace the use of information and communications technologies to enhance learning.

- 12) Liaise with appropriate support staff in the implementation of the curriculum.
- 13) Attend and participate in PLT sessions and Learning Area Meetings as scheduled.

Pastoral Care and Child Safety

Provide students with a child-safe environment:

- 1) 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.
- 2) Proactively monitor and support student wellbeing.
- 3) Exercise pastoral care in a manner that reflects school values.
- 4) Implement strategies which promote a healthy and positive learning environment.
- 5) Attend year level meetings as scheduled.
- 6) Attend school assemblies.
- 7) Attend school masses and liturgical celebrations.
- 8) Attend school organised activities relevant to House or Year level, as required.

Professional Learning

- 1) Commit to ongoing professional learning in your teaching areas.
- 2) Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- 3) Continue development of ICT skills as technologies evolve.
- 4) Participate in the Professional Learning Teams program.
- 5) Engage in self-reflection practices, including participation in an Annual Review Meeting.
- 6) Support collegial learning by acting as a mentor or supervising and supporting pre-service teachers.
- 7) Commit to ongoing professional learning in your teaching areas.
- 8) Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- 9) Continue development of ICT skills as technologies evolve.
- 10) Participate in the Professional Learning Teams program.
- 11) Engage in self-reflection practices, including participation in an Annual Review Meeting.
- 12) Support collegial learning by acting as a mentor or supervising and supporting pre-service teachers.
- 13) Contribute to the learning of other teachers by sharing resources, giving presentations at meetings in an area of interest, and reporting on any Professional Learning undertaken.

Co-Curricular Involvement

- 1) Support and be involved in the co-curricular program.
- 2) Proactively encourage students to participate in co-curricular activities.
- 3) Act as a role model for participating students.
- 4) Keep accurate records of student attendance and participation within the co-curricular activity.
- 5) Create and maintain a safe environment in which students may enjoy their participation.
- 6) Oversee the provision and care of relevant equipment materials and first aid requirements.

General and Administrative Duties

- 1) Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- 2) Maintain currency of first aid, mandatory reporting and anaphylaxis and asthma training.
- 3) Demonstrate duty of care to students in relation to the physical and mental wellbeing.
- 4) Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.
- 5) Participate in duty supervision as rostered and other supervision duties when required.
- 6) Demonstrate professional and collegiate relationships with colleagues.
- 7) Maintain confidentiality on information about students and fellow staff members.
- 8) Uphold the professional standards expected of a teacher.
- 9) Other duties as directed by the Principal.