



**St. Joseph's  
College Echuca**  
STRENGTH & KINDLINESS



**Position Description**

## Subject Teacher

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Learning Leader and Relevant Director of Campus</i>
Classification	<i>Teacher</i>
Employment Type	<i>Full-time</i>
Time Release	<i>Periods as per the Victorian Catholic Education Multi Enterprise Agreement 2022 (CEMEA)</i>
Remuneration	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (CEMEA) Salary level - \$77,248 - \$114,591 + Super</i>

### POSITION SUMMARY

Subject teachers are inspirational people, who plan for and implement programs to encourage and support students to learn and to grow in the various subject disciplines. Subject teachers are accountable in their practice to their Learning Leader, Assistant to the Principal - Learning & Teaching, their students, parents/guardians and the Principal.

### MISSION AND VISION

All staff members of St Joseph's College are expected to:

- uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources

- have a demonstrated understanding of the ethos of a Catholic school and its mission
- demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community.

Our College motto ‘Strength and Kindliness’ comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Leadership at St Joseph’s College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards. Learning Leaders will be at ‘Lead’ standard.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

## LEADERSHIP

At St Joseph’s College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

## COACHING AND PROFESSIONAL LEARNING

St Joseph’s College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

## PROFESSIONAL RESPONSIBILITIES OF A TEACHER AT ST JOSEPH’S COLLEGE

- Be respectful of the spiritual and social values of St Joseph’s College
- Be accredited members of the Victorian Institute of Teaching and enact their obligations to maintain membership
- Meet the professional responsibilities of teaching in Victoria, including adherence to the AusVELS, VCE, VM, VCAL and/or VETS requirements
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
- Meet the AITSL standards as required
- Adhere to all College policies and procedures

## STATEMENT OF DUTIES

### Learning and Teaching

- Have an exemplary understanding of their subject matter and, utilising 'Understanding By Design' prepare a differentiated curriculum that is engaging and challenging for all students
- Ensure that students receive regular formative feedback about the progress of their learning
- Ensure that students receive summative feedback in a timely manner as per the agreed curriculum, under the College's assessment and reporting procedures
- Utilise the school's ICT systems to develop student engagement in learning and digital literacy skills
- Utilise the skills of other professionals to assist in the development and pastoral care of students (e.g. Learning Enhancement Leader, Social Worker, House Leaders and/or Learning Leaders)
- Attend to the designated needs of those students with Individual Learning Plans
- Utilise and integrate the 'Habits of Mind' to develop students' independent and interdependent learning skills

### Professional Learning

- 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

### Pastoral Wellbeing

- Where necessary, utilise agreed 'Behaviour Management Procedures'
- Strive to create a positive and productive learning environment, and a solid working relationship with all students
- Contribute to the life of the College by participating in College functions and events
- Other duties as directed by the Principal

## ATTRIBUTES & DISPOSITIONS

- A dynamic teacher who works well with their peers to plan for and implement teaching programs that improve student academic outcomes
- A commitment to improving learning and teaching across the whole school
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- Ability to deal sensitively with confidential information
- A strong commitment to teamwork
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures

## CHILD SAFE RESPONSIBILITIES

All College staff members will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risk/hazards in order to eliminate or mitigate against the risk recurring. (Risks arising in the workplace may be financial, site, task, reputational or person-specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within the College.

## CHILD SAFE SCHOOL

St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

## TERMS AND CONDITIONS

- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
- Hold a current registration with the Victorian Institute of Teaching
- An ability to work within a distributive and collaborative decision making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Exhibit an ability to communicate effectively with the whole school community as well as with the wider community
- Comply with St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Appropriate qualifications and/or experience

## CONTRACT & CONDITIONS

<b>Contract &amp; Conditions</b>	<ul style="list-style-type: none"><li>● Ongoing - Teacher</li><li>● Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018 (VCEMEA 2018) or subsequent agreements</li><li>● Current First Aid Certificate</li><li>● Current VIT</li><li>● Valid Working with Childrens card if applicable</li><li>● Current Police Check if applicable</li></ul>
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