ROLE DESCRIPTION:
Teacher - Secondary Years

PURPOSE OF POSITION
To provide quality teaching and learning experiences for students in the context of the relevant subject area and to provide pastoral care for all students.

KEY RESPONSIBILITIES

TEACHING AND LEARNING
- To provide teaching and learning experiences for students which are based on a sound understanding of pedagogy and content knowledge that:
  - Differentiate the curriculum for individual needs
  - Utilise a variety of technologies to underpin sound pedagogical practices
  - Integrate emotional intelligence outcomes
  - Utilise authentic assessment
  - Embed sound learning theory
  - Meet the aims, objectives and outcomes of the Board of Studies curriculum
- To develop and maintain collegial relationships within and beyond the faculty.
- To keep accurate records and registers of the teaching and learning process, including:
  - Unit plans and programs
  - Student assessment records
  - Registers
  - Student attendance
- To maintain an interest in and commitment to ongoing professional development and continuous improvement.
- To be involved in the extra-curricular life of the school if employed over 0.5 FTE.
- To be involved in excursions, camps, student retreats and trips (some of which may be conducted outside of school hours).

PASTORAL CARE
- To provide pastoral care for all students daily and particularly for Tutor/Advisory Group members (individually and as a group) by:
  - developing and maintaining a climate of positive regard
  - developing an individual relationship with each student
  - fostering connectedness
  - developing and maintaining links with parents
  - liaising with subject teachers where special circumstances arise
  - keeping accurate records relating to the classroom and all pastoral care activities

OTHER
- Managing professional responsibilities and maintaining professional conduct at all times, eg: child protection, attendance, WHS, etc.
- Maintaining duty of care towards students, eg: bus duty, playground duty, supply, exam supervision, WHS, etc.

ALL EMPLOYEES
- Promotion of a positive safety culture in the school and compliance with the school’s WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school’s mission statement and Loreto values.

February 2015