

## **ROLE DESCRIPTION: Teacher**

### **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.

### **ORGANISATIONAL RELATIONSHIPS**

The role of teacher reports to the appropriate Head of Department and/or Head of Primary. They form part of a faculty and or Integrated Learning Team.

### **KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS**

- Appropriately qualified and accredited teacher
- Display passion, commitment, professionalism, integrity, knowledge and expertise
- Sound understanding of learning and the social/emotional needs of students
- Ability to work well independently, be self-motivated and take initiative
- Ability to follow instructions and work well in a team, developing positive working relationships
- Excellent communication skills with all members of staff, students and parents
- Ability to develop positive relationships with staff, students and parents and maintain confidentiality
- Highly organised with well-developed problem-solving and IT skills and excellent attention to detail
- Reliable and punctual; able to be flexible with working hours as necessary
- Able to multi-task, manage competing priorities and meet deadlines as required
- Able to adapt well to changing circumstances and remain calm under pressure
- Polished, professional and courteous at all times.

### **KEY RESPONSIBILITIES**

- Provide teaching and learning experiences for students 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 NESA curriculum
- Develop and maintain collegial relationships within and beyond the faculty
- Keep accurate records and registers of the teaching and learning process, including unit plans and programs, student assessment records, registers and student attendance
- Maintain ongoing professional development and continuous improvement
- Be involved in the extra-curricular life of the School, as well as excursions, camps, student retreats and trips (some of which may be conducted outside of school hours)
- Provide academic pastoral care for all students daily by:
  - developing and maintaining a climate of positive regard, and fostering connectedness
  - developing an individual relationship with each student
  - developing and maintaining links with parents
  - liaising with subject teachers where special circumstances arise
  - keeping accurate records relating to the classroom and pastoral care activities
- Maintain a duty of care towards student safety and wellbeing at all times, including during supervision on bus duty, playground duty, supply and exam supervision
- Other duties as required from time to time.

### **ALL EMPLOYEES**

- Promote a positive safety culture in the School and compliance with the School's Code of Conduct, WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- Actively support the Catholic, and particularly Loreto, ethos of the School, including a commitment to the School's Mission Statement and Loreto values.