



GENERAL TEACHING ROLE

POSITION DESCRIPTION	
Position Title:	English Teacher
Reporting Relationship:	Deputy Principal – Learning and Teaching
Direct Reports:	Relevant Learning Leaders for Learning and Teaching matters Deputy Principal – Head of Campus for Professional Conduct and Pastoral Care
Employment Conditions:	Full-time and Ongoing
Classification level:	Teacher classification
Campus Location:	Cranbourne Campus

MISSION
Take courage, it is I; do not be afraid.
St Peter's College, a Catholic secondary school inspired by our patron St Peter, encourages young people to aspire to meet their true potential in all that they undertake and in doing so make a difference to others they meet in life's journey. This is guided by a belief that we are life-long learners and is inspired by Jesus' words to Peter, 'Be Not Afraid'.

KEY DUTIES AND RESPONSIBILITIES	
Contemporary Teaching	<ul style="list-style-type: none"> ● Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs. ● 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. ● Develop and document in consultation with others, State and National course requirements via College UbD documentation. ● Keep accurate records of student attendance. ● Embrace the use of ICT to enhance learning. ● Develop engaging learning activities and units of work within the College's Learning Management System – Schoolbox. ● Engage collegially in learning progress discussions with colleagues. ● 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.

	<ul style="list-style-type: none"> ● Begin and end all classes on time. No student should be dismissed before the scheduled end of lesson. ● To work collaboratively within a team environment. ● To analyse data relevant to your subject area/s and develop strategies to improve student outcomes. ● To be aware of current developments including technology and pedagogical approaches to learning.
Pastoral Care and Child Safety	<ul style="list-style-type: none"> ● 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. ● Proactively monitor and support student wellbeing. ● Exercise pastoral care in a manner which reflects school values. ● Implement strategies which promote a healthy and positive learning environment.
Curriculum	<ul style="list-style-type: none"> ● To contribute to the assessment programs regularly through the year with the relevant subject teams and to ensure valid rigorous testing and assessment processes are applied. ● Contribute to the development of course materials for units of work. ● To keep on file a copy of tests/exams given in the subject during the year. ● Incorporate Literacy strategies into general teaching practise.
Professional Development	<ul style="list-style-type: none"> ● Have current knowledge of curriculum initiatives in your teaching areas. ● Commit to ongoing professional development in your 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. ● 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 subject coordinator.
Co-Curricular Involvement	<ul style="list-style-type: none"> ● 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.
General and Administrative Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. ● Maintain currency of first aid, mandatory reporting and anaphylaxis training ● Demonstrate duty of care to students in relation to the physical and mental wellbeing. ● Attend all relevant school meetings and 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. ● Demonstrate professional and collegiate relationships with colleagues. ● Uphold the professional standards expected of a teacher. ● Other duties as directed by the Principal.

SELECTION CRITERIA (TEACHING)

Commitment to Catholic Education	<ul style="list-style-type: none"> ● A demonstrated understanding of the ethos of a Catholic school and its mission ● A demonstrated understanding of the Church’s teachings and the Catholic teacher’s role in the mission of the Church ● A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ ● A capacity to integrate the Church’s teachings into all aspects of curriculum
Commitment to Child Safety	<ul style="list-style-type: none"> ● Experience working with children. ● A demonstrated understanding of child safety. ● A demonstrated understanding of appropriate behaviours when engaging with children. ● Familiarity with legal obligations relating to child safety (i.e., mandatory reporting). ● Be a suitable person to engage in child-connected work.
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> ● Teaching qualifications ● Current Victorian Institute of Teaching (VIT) registration ● Accreditation to teach in a Catholic school (or be working towards such accreditation) <p>Desirable Other:</p> <ul style="list-style-type: none"> ● Accreditation to Teach Religious Education. ● Relevant post-graduate studies (or working towards such qualifications). ● Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum. ● Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes.
Skills/Attributes	<ul style="list-style-type: none"> ● Ability to work as part of a team. ● Good oral and written communication skills, including ability to communicate with children, parents and the school community. ● Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes. ● Ability to demonstrate an understanding of appropriate behaviours when engaging with children. ● Demonstrated capacity to participate in a range of school activities, i.e., school sports, sacramental programs, liturgies, school camps/excursions. ● Leadership qualities. ● Self-motivation. ● Ability and willingness to accept policy directives. ● Maturity.

Child Safety

At St Peter's College, Cranbourne we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

'...the promotion of the human person is the goal of the Catholic school.' The Catholic School on the Threshold of the Third Millennium, par. 9. It is the responsibility of all staff to build a culture of child safety inclusive of:

- A demonstrated understanding of appropriate behaviours when engaging with staff and/or students.
- Assisting in the provision of a child-safe environment for students.

All teaching staff employed at St Peter's College are required to:

- abide by our Child Safe Policies
- commit to our Child Safe Code of Conduct.
- possess a current Victorian Institute of Teaching Registration.

Last Updated:

August 2023