



## **MT ST MICHAEL'S COLLEGE**

UNDER THE STEWARDSHIP OF  
MARY AIKENHEAD MINISTRIES

67 Elimatta Drive Ashgrove QLD 4060  
PO Box 208 Ashgrove QLD 4060  
admin@msm.qld.edu.au  
www.msm.qld.edu.au  
(07) 3858 4222

# **SECONDARY TEACHER ROLE DESCRIPTION**

## **ROLE DESCRIPTION**

The role of a Teacher at Mt St Michael's College is to be the primary facilitator through whom the College fulfils its mission of providing an excellent secondary education for young women within the traditions of the Sisters of Charity and Under the Stewardship of Mary Aikenhead Ministries.

Teachers are accountable to the Principal for their professional and administrative responsibilities and report regularly to the Curriculum Leader.

All teachers are required to demonstrate the national professional standards for teachers in accordance with Australian Institute for Teaching and School Leadership (AITSL).

## **DUTIES**

Teachers at the College will;

- Have an understanding of, commitment to and support the values and ethos of the College and the mission of Mary Aikenhead Ministries.
- Demonstrate, develop and maintain both effective practices in learning and teaching and positive relationships with students and colleagues.
- Foster and develop appropriate professional relationships with parents, carers and the wider College community
- Commit to maintain currency of professional knowledge and skills and participate in the College continuous improvement strategy.

## **SUPPORTING THE MISSION/ETHOS OF THE COLLEGE**

This is demonstrated by;

- Gaining a thorough knowledge of the mission, vision and values of the College.
- Applying the mission and values in all interactions with members of the College community.
- Understanding, acknowledging and committing to College policies, procedures and management frameworks, including student protection and work health and safety.
- Participating in Masses, liturgies, prayers and other religious rituals.

## **PROFESSIONAL KNOWLEDGE**

This is demonstrated by;

- Maintaining and demonstrating knowledge of relevant contemporary pedagogy relating to best practice in girls' education.
- Maintaining high level academic knowledge relevant to their teaching areas including an understanding of the Australian Curriculum and the QCAA General and Applied Subjects Syllabuses.
- Maintaining effective practices for supporting student wellbeing.

## **PROFESSIONAL PRACTICE**

This is demonstrated by;

- Creating a safe and nurturing learning environment which is learner centred and aligned with the College values of Love, Hope, Justice and Compassion and the goals of the Positive Education Program.
- Collaboratively developing and implementing quality curriculum programs and appropriate pedagogy suitable to the diverse range of student needs.
- Implementing effective, inclusive and equitable practises and teaching strategies that model best practice.
- Incorporating strategies to promote the safe, responsible and ethical use of ICT in teaching and learning.
- Developing formative and summative assessment strategies to monitor student progress and providing timely and appropriate feedback to students.
- Reporting students' progress and learning outcomes to parents.
- Using data and contemporary research to evaluate the effectiveness of curriculum programs to enhance student outcomes.
- Providing effective supervision of students to maintain a duty of care.

## **PROFESSIONAL ENGAGEMENT**

This is demonstrated by;

- Actively participating in the College's professional learning program through regular engagement in collaborative processes through which they share knowledge of key learning areas, subject and pedagogical approaches with colleagues.
- Proactively and collaboratively engaging in the professional practices to enhance student outcomes.
- Proactively engaging with parents and carers as partners in the learning and teaching process.
- Responding to parent communication in a timely manner.
- Demonstrating interest and active involvement in the total life of the College, in curricular and co-curricular activities and special College events and celebrations.
- Maintaining a professional standard of dress and conduct in accordance with the College's Code of Conduct and the QCT Code of Ethics.
- Working collaboratively with the College Leadership Team, Middle Leaders, Teachers and other staff members contributing to the professional life of the College.

## **GENERAL**

- Attending regular meetings with Middle Leaders and the College Leadership Team.
- Other duties as required by the Principal.

## **CONDITIONS**

The terms and conditions of teaching positions at Mt St Michael's College are outlined in the *Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026*

It is a condition of employment that all employees acknowledge, understand and comply with all policies and practices of Mt St Michael's College, including Work Health and Safety and Student Protection.