



## St James College

# POSITION DESCRIPTION Teacher

## 1 GENERAL INFORMATION

### 1.1 Position Information

<b>Position Title:</b>	Teacher
<b>Classification Level:</b>	Level: Depends on Qualifications and Experience
<b>Status:</b>	New/Existing
<b>Employment Type:</b>	Full-time/Part-time, Term-time
<b>Team/Department:</b>	Administration
<b>Reports To:</b>	Principal

### 1.2 Employment Information

<b>Employer:</b>	Edmund Rice Education Australia Colleges Ltd
<b>School:</b>	St James College
<b>Location:</b>	201 Boundary Street, Spring Hill, Brisbane
<b>Agreement:</b>	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026

### 1.3 Organisational Chart

An organisational chart relevant to this position is outlined as **ATTACHMENT 1**.

### 1.4 Key Relationships

The Classroom teacher is responsible to the Principal at all times. In the performance of their duties the Classroom Teacher will at times be responsible to other members of the College Leadership Team, Heads of House, Head of Years and Heads of Faculty.

## 2 PURPOSE

St James College is a place of global learning and achieving aspirations where every student is known by name, loved in person, nurtured with care and inspired by hope. St James College is a Catholic community in the Edmund Rice tradition where all staff members are committed to creating a quality learning environment that challenges us to make a difference. The classroom teacher utilises appropriate knowledge and skills to ensure that students receive a quality education consistent with St James College and EREA principles, achieved through effective planning, organisation and review.

## 3 Responsibilities

### 3.1 Key Responsibilities

With the direction of College Leadership Team, Heads of House, Heads of Years and Heads of Faculty, classroom teachers will:

- Promote, develop and enhance the mission, vision and ethos of the College
- Foster positive relationships with their students through the delivery of engaging learning experiences that value diversity
- Promote educational excellence in all aspects of College life
- Encourage and facilitate a focus on a culture of individual student academic excellence



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## 3.2 Professional Responsibilities

These responsibilities are not exhaustive, however, and other relevant responsibilities may be performed by the Classroom Teacher provided such duties are appropriate having due regard to the nature and purpose of the position.

- Create and maintain safe, supportive and stimulating learning environments that foster positive and productive relationships with students, families and the whole school
- Be positive in support of the college rules, tradition and Catholic ethos, both within the College and outside
- Understand, plan, program and teach the College's curriculum at the appropriate standard to the year level allocated
- Design and implement engaging and flexible learning experiences for individuals and groups that value and respond positively to diversity. Core to this responsibility is the belief that all students have the ability to learn in a supportive environment
- Design and implement challenging learning experiences in all key learning areas using language, literacy and numeracy as key integration areas. These experiences should promote goal setting, creativity, imagination and intellectual risk taking
- Contribute effectively to year level teams, Faculties, School teams and whole staff meetings to actively enhance the learning experiences and collegial decision making at the College
- Collaborate with colleagues to produce a variety of effective assessment tools to report constructively on student learning
- Support the spiritual, intellectual and personal development of the student as a lifelong learner and encourage participation as a productive member of society
- Commit to reflective practice and ongoing professional renewal through collaboration with staff, seeking personal and collegial professional development and contributing to learning communities and professional networks
- Embrace the use of technology within the classroom, and incorporate the use of ICT in teaching and learning where appropriate
- Take responsibility for the pastoral care and formation of the students in their care on a day-to-day basis, paying attention to their spiritual, academic, cultural, social and physical development
- Monitor student progress in relation to their ability, through the setting and marking of student requirements and provide timely and detailed feedback to enhance the student's learning
- Ensure an effective and regular communication is maintained between the classroom and home to ensure that an effective partnership between the school and parents exists to maximize the learning of students and ensure that the parents are able to effectively contribute to their son's learning
- Be actively involved in the school's co-curricular program and special events
- Be diligent and punctual in carrying out rostered tasks outside the classroom e.g. playground duty
- Be aware and supportive of the College's Occupational Workplace Health and Safety requirements and carry out work practices in accordance with these requirements
- Help and promote a spirit of unity among the staff

## 4 Core Requirements

- Support the ethos of the College as a Catholic school in the Edmund Rice tradition
- Work collaboratively with teams to enhance the College's identity as a Catholic School in the Edmund Rice tradition
- Possess the very highest standards of integrity and honesty
- Demonstrate a high degree of discretion, initiative and personal organisation in the execution of responsibilities and duties
- Hold current Queensland College of Teachers Registration
- Demonstrate an awareness and understanding of current co-educational inclusive education theories and strategies
- Exhibit flexibility and resourcefulness in working with a variety of staff members
- Work well collegially and be able to promote harmony and wellbeing within the workplace



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- Support Equal Opportunity, adhere to Workplace Health and Safety guidelines and fulfil their duty of care
- Be good role models in terms of personal hygiene, grooming, language and punctuality
- Demonstrate confidentiality, tact, reliability and sensitivity to staff and students

### **5**    **Selection Criteria**

The selection criteria should be addressed in no more than 300 words under each of the following headings:

- Demonstrated understanding of and a commitment to the mission of a Catholic school in the Edmund Rice tradition
- Demonstrated ability as a committed, enthusiastic and innovative teacher and an ability to work collaboratively within a team
- Demonstrated strength and capacity as an inclusive educator

Applicants should refer to the role description to guide their response



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ATTACHMENT 1

## School Organisational Chart

