

## Teacher

### ROLE DESCRIPTION

ROLE TITLE:	Teacher Secondary
EMPLOYMENT:	Replacement
TERM:	21 July 2025 to 12 December 2025
RESPONSIBLE TO:	Deputy Principal Learning and Achievement
KEY RELATIONSHIPS:	<b>Internal:</b> Director Curriculum and Assessment, Inclusive Education Co-educators, Teaching Staff, Administration Staff and students.  <b>External:</b> College families and visitors, CESA
LOCATION:	Based at the Secondary Campus, Henley Beach

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### PURPOSE

St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

#### Community

We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

#### Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

#### Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners and leaders in the world. St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Teachers will work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate positive learning by students and engage in educational reform.

## ROLE ACCOUNTABILITY

The position is informed by the Lasallian vision of schooling, which realises its highest expression when an integrated human and Christian education brings to fruition the optimum intellectual, spiritual, moral, social and physical talents of the student.

### DUTIES:

#### Teaching and Learning

- Support development of a Lasallian Curriculum that is student centred, inclusive and respectful and celebratory of difference
- Contribute to a culture of academic excellence in the quality and delivery of the programs, assessment tasks, and feedback.
- Demonstrate sound knowledge and skills in contemporary and inclusive pedagogies that promote engagement and learning for all students.
- Ensure that programs and practice meet the needs, interests and abilities of all students including Gifted and Talented and Inclusive Education Needs.
- Provide a balanced and challenging program relevant to the needs of the students (including developing Individual Learning Plans, as appropriate)
- Support students with Additional Learning Needs, working collegially with the Early Primary Coordinator and Inclusive Education Team.
- Plan, teach, and assess authentic and differentiated learning experiences in alignment with the Australian Curriculum.
- Adhere to the requirements of the Deadline Policy and where necessary, communicate with the parents.
- Maintain a positive learning environment, ensuring the development of appropriate learning experiences which foster curiosity and challenge.
- Be committed to and undertake personal and professional learning in order to implement contemporary and innovative practice to enhance student learning.
- Keep abreast of significant curriculum developments and make necessary changes to programs and/or pedagogy in light of these developments.
- Ensure that all programs, necessary resources, and assessments are on SEQTA, that SEQTA Marks Book is up to date and results are visible to students and parents on the SEQTA engage portals.
- Maintain accurate and comprehensive records of student progress and achievement and meet Assessment and Reporting timelines.
- Incorporate literacy, numeracy, technology (ICT), and general capabilities (Australian Curriculum), in the teaching program.
- Prepare subject learning plans and outlines which meet the requirements of the College, the Australian Curriculum.
- Work as part of a team to ensure units of work are developed in line with changes to curriculum.
- Work with students to create an attractive welcoming classroom environment.

#### Pastoral and Community Engagement

- Demonstrate a sound understanding of student wellbeing and pastoral care
- Develop positive relationships with students and parents, ensuring frequent and timely communication, and keep parents informed regarding any matters of concern or celebration
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk
- Apply behaviour management skills, strategies and consequences in line with SACCS and College policy, which aims to re-establish positive expectations, behaviours and relationships with the support of the Early Primary Coordinator
- Engage with the Year Level Pastoral programs
- Partner with Year 8 Director (Secondary) and the Early Primary Coordinator to plan and nurture the GEM Program to facilitate Big Sister/Big Brother mentoring opportunities with Reception students.

#### Administration

- Complete administrative tasks accurately and on time
- Undertake supervision of duties punctually and diligently
- Maintain high standards of professionalism and high expectations.

- Be willing to participate in all aspects of College life and have the ability to develop positive relationships with students, parents/caregivers, colleagues, and the wider community
- Communicate Reception to Year 1 events with the Early Primary Coordinator, Primary Administration Team and wider community.

### **Other Conditions of Employment**

#### Professional Activities (OPA)

Teachers are required to attend Staff meetings, Staff briefings, Year Level meetings, Parent/Teacher/Student/Interviews and Portfolio Conferences, and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

#### Curriculum Extension Activities (CEA)

Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

Other duties as required in accordance with skills and training as required by the Deputy Principal – Head of Primary.

### **PERSONAL CAPABILITIES**

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Demonstrated excellence as an educator of young people
- Demonstrated skills and abilities as an educator capable of effectively training colleagues in individual, small group and whole of staff settings.
- Demonstrated experience and success in curriculum planning and data analysis
- Demonstration of effective teaching practice to staff and students
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach
- Demonstrated ability to communicate effectively to other staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care
- Demonstrated commitment to the co-curricular programme of the College
- Collaborative, a high attention to detail and a good public speaker

### **EVIDENTIARY REQUIREMENTS**

#### Essential

- Registration or eligibility for registration with the South Australian Teachers Registration Board and a relevant tertiary qualification or working towards
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Teacher Accreditation in Catholic Education SA (including completion of the Grad Cert in Catholic Education within 5 years of appointment) [\*Teacher Accreditation, Formation and Professional Learning for Catholic Identity and Mission Policy\*](#)
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Completion of Required Core Training programs prior to, or as soon as possible after appointment
- Current Driver's License

#### Desirable

- Experience in a similar role

## PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct\\_SACCS\\_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Compliance with the [Code of Ethics | Teachers Registration Board of South Australia \(trb.sa.edu.au\)](#) and meeting the [Australian Professional Standard for Teachers](#) (AITSL standards)
- Adhere to the [Child Safeguarding Policy](#)
- Ensure that confidential information is handled appropriately according to the St Michaels [PrivacyPolicy.pdf](#)
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate professional dress according to the St Michael's Staff Dress Code Policy

## WORKPLACE HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: August 2024