Position Information Document

St Margaret Mary’s School

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| **POSITION TITLE** | Preschool Teacher |
| **EMPLOYMENT TYPE** | Fixed Term Contract  Monday 21sr July – Friday 15th August |
| **FTE** | 0.6-0.8FTE |

**Key Working Relationships**

* Principal / Deputy Principal
* Leadership team
* Teaching and non-teaching staff
* Parents/caregivers, students and other members of the school community

**Broad Purpose**

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

The teacher will:

* Apply curriculum knowledge and teaching methods which facilitate successful learning
* Respond to learner’s needs
* Develop and maintain positive and effective working relationships
* Provide a balanced and challenging program relevant to the needs of the students (including developing Individual Learning Plans, as appropriate)
* Assess, record and report learner achievement using required programs and systems
* Establish structures and processes to achieve a productive learning environment
* Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
* Ensure that confidential information is handled appropriately
* Carry out other non-instructional responsibilities as required

# DUTY STATEMENT

1. **Professional Responsibilities**

* Fulfil all requirements of the Australian Professional Standards for Teachers
* Operate in accordance with the Charter for Teachers in SA Catholic Schools
* Actively commit to uphold and contribute to the ethos of Catholic schools in general as well as that of St Margaret Mary’s School
* Comply with relevant legislation as well as South Australian Commission for Catholic Schools (SACCS) and the school’s policies, guidelines and procedures
* Meet and teach students at designated locations and times
* Appropriately assist students who are hurt, sick or in distress
* Diligently undertake supervision duties, including regular yard duty
* Complete administrative tasks accurately and on time including record keeping
* Attend staff and other required meetings, parent teacher interviews and other school-related activities as required

1. **Content of Teaching and Learning**

* Plan a comprehensive learning program in line with Australian Curriculum
* Address students’ varying intellectual, emotional and physical abilities in teaching practice
* Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success (Use of ILP’s)
* Know and understand a range of learning methodologies and technologies and their application to the classroom
* Demonstrate best practice in teaching and learning and remain current in knowledge and application and update/adjust practice to achieve same

3. **Classroom Management and Behaviour Education**

* Establish positive and effective relationships with students
* Establish and maintain a task-oriented learning environment
* Set and adhere to timelines for completion of work
* Work with students to create an attractive welcoming classroom environment
* Maintain standards of tidiness and orderliness
* Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities to suit the learning activity
* Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS policies and procedures
* Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy
* Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
* Apply effective consequences and strategies to assist students who interfere with teaching and learning

4. **Assessment and Reporting of Student Learning**

* Maintain accurate and comprehensive records of student progress and achievement
* Use a variety of assessment and reporting methods to regularly monitor learning process
* Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
* Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
* Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

1. **Interaction with the school and broader community**

* Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times
* Work effectively as a member of the school team to actively and positively support school activities
* Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
* Positively engage in and undertake professional development, training and professional reviews when required
* Perform other duties as required by the Principal (or delegate)

# person specification

* Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
* Teacher Accreditation in Catholic Education SA
* Demonstrated skills, knowledge and experience relevant to the role requirements
* High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
* Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
* Be self-directed and utilise initiative and judgement to fulfil role requirements
* Excellent organisational skills with ability to problem solve and ensure required timelines are met
* Willingness to actively and positively uphold and contribute to the culture and ethos of the School
* Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively

# specific requirements

* 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
* 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.

# Work 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.