



Our Lady of Hope School

Greenwith

Position Information Document

– Relief Teacher

Position Title:	Primary Teacher (Relief Teacher)
Subjects /Yr Level:	Reception – Yr 6
Tenure:	Casual
Full Time/Part Time:	Part Time

School Vision Statement

Inspired by Our Lady of Hope, we are a Catholic school that is committed to faith, hope, love and learning.

Our Goals are to:

- Support children, families and staff to embrace their faith.
- Provide contemporary, child-centred teaching and learning, to develop the whole child and enable them to achieve their full potential.
- Provide a welcoming community that fosters positive relationships, active involvement and inclusion for all.
- Provide safe, efficient, effective and sustainable facilities, resources and environment for all.
- Work with families to develop in children a love of learning.
- We work in partnership with our families, children and staff to allow our students to become young people who are...

■ Faith-filled ■ Compassionate ■ Enthusiastic ■ Independent
■ Organised ■ Resilient ■ Tolerant ■ Positive ■ Confident.

Our Values

Our Core Values are:

■ Respect ■ Relationships ■ Responsibility ■ Resilience

Introduction

The National Professional Standards for Teachers reflect and build on national and international evidence that a teacher's effectiveness has a powerful influence on students. These standards define the work of teachers and make explicit the elements of high-quality, effective teaching in 21st century schools.

The National Professional Standards for Teachers comprise seven standards which outline what teachers should know and be able to do. These standards are grouped into three domains – Professional Knowledge, Professional Practice and Professional Engagement.

Teachers at Our Lady of Hope School are able to integrate and apply knowledge, practice and professional engagement as outlined in this document.

Domains of Teaching

Professional Knowledge

- Know students and how they learn
- Know the content and how to teach it.

Professional Practice

- Plan for and implement effective teaching and learning
- Create and maintain supportive and safe learning environments
- Assess, provide feedback and report on student learning

Professional Engagement

- Engage in professional learning
- Engage professionally with colleagues, parents/carers and the community.

Professional Knowledge

- Teachers draw on a body of professional knowledge and research to respond to the needs of their students within their educational contexts
- Teachers know their students well, including their diverse linguistic, cultural and religious backgrounds
- They know how the experiences that students bring to their classroom affect their continued learning
- They know how to structure their lessons to meet the physical, social and intellectual development and characteristics of their students
- Teachers know the content of their subjects and curriculum
- They know and understand the fundamental concepts, structures and enquiry processes relevant to programs they teach
- Teachers understand what constitutes effective, developmentally appropriate strategies in their learning and teaching programs and use this knowledge to make the content meaningful to students
- Through their teaching practice, teachers develop students' literacy and numeracy within their subject areas
- They are also able to use Information and Communication Technology to contextualize and expand their students' modes and breadth of learning.

Professional Practice

- Teachers are able to make learning engaging and valued
- They are able to create and maintain safe, inclusive and challenging learning environments and implement fair and equitable behaviour management plans
- They use sophisticated communication techniques
- Teachers have a repertoire of effective teaching strategies and use them to implement well-designed teaching programs and lessons
- They regularly evaluate all aspects of their teaching practice to ensure they are meeting the learning needs of their students
- They interpret and use student assessment data to diagnose barriers to learning and to challenge students to improve their performance
- They operate effectively at all stages of the teaching and learning cycle, including planning for learning and assessment, developing learning programs, teaching, assessing, providing feedback on student learning and reporting to parents/carers.

Professional Engagement

- Teachers model effective learning
- They identify their own learning needs and analyse, evaluate and expand their professional learning both collegially and individually
- Teachers demonstrate respect and professionalism in all their interactions with students, colleagues, parents/carers and the community
- They are sensitive to the needs of parents/carers and can communicate effectively with them about their children's learning
- Teachers value opportunities to engage with their school communities within and beyond the classroom to enrich the educational context for students
- They understand the links between school, home and community in the social and intellectual development of their students.

Key Working Relationships

- School Leaders
- School Staff
- Students
- Families

Role Purpose

The role of the teacher is to provide quality education and care for students.

Role Responsibilities

Responsibilities for teachers are in the areas of Catholic Identity, learning, pastoral care, assessment and reporting, professional learning, policy and administration.

Catholic Identity

- Support the Catholic ethos of the school and the deep learnings of St Brigid
- Support the liturgical dimension of the school in a variety of ways including participation in Eucharistic celebrations and through the nature of relationships developed with members of the community.
- Attend whole school Eucharistic celebrations such as School Opening and End of Year Masses.
- Attend staff reflection days and relevant reflection days to year levels taught

Pastoral Care

- Develop quality relationships with students by establishing a safe, supportive, challenging and optimistic learning environment where all students are accepted, respected and valued at all times.
- Ensure duty of care is maintained.
- Follow restorative practices in relationships with students.
- Use information regarding student wellbeing in order to provide pastoral care.
- Follow procedures associated with managing students at risk and in such situations, work closely with relevant members of the Pastoral Care Team.
- As a member of a House Team be involved in activities to help foster a positive, community focused and team orientated environment.
- Attend camps relevant to year levels taught.
- Attend relevant assemblies, year level and whole school

School Policy & Administration

- Support and implement school policies and the contents of the Staff Handbook.
- Keep up to date with the School Calendar.
- Fulfil professional obligations in terms of supervision of students in class and on yard duty.
- Attend meetings and briefings to ensure effective communication is achieved.

- Support special school events such as Book Parade, School Concerts, School Carols, Assemblies and other evening events as required.
- Act as an ambassador for the school through school promotions such as Open Day.

Perform any other duties as required by the Principal.

As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Work Health & Safety

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.

Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in WHS plans as required by their supervisor

Performance and Training

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences,
- WHS incidents and near misses in accord with the Catholic Church Safety Manual.

Consultation

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution.
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required.

Monitoring

- Monitor and evaluate their own WHS performance
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS & facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site

Reference: Division 4, Section 27 & 28 WHS Act 2012

Specific Requirements

- An empathy and understanding of the religious traditions of Our Lady of Hope School (Parish: Oblate Charism)
- Either experience or a passion to work with children in a range of pastoral care initiatives.
- Be willing to adopt and use the principles of Restorative Justice.
- Be willing to adopt and use the principles of Positive Education.
- Be willing to support and work effectively with the Principal and School Leadership Team.
- Be able to maintain confidentiality when dealing with sensitive student issues.
- Accept delegated responsibilities
- Excellent interpersonal and communication skills.
- Excellent organisation skills.
- Operate in accordance with the Charter for Teachers in SA Catholic Schools and Our Lady of Hope School Charter

Acquire and maintain:

- Police clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect training
- First Aid training
- Teachers Registration

Performance Review

The employee must undertake performance review on an annual basis. On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature:

Date:

Principal Signature:

Date:

Role Review Date:

Performance Review Date: