Role Description and Statement of Duties: Teacher

**Purpose of position**
1. The teacher in a Catholic school shows through their professional and personal life, a commitment to the Church’s mission in Catholic education through embracing our Catholic story and the charism of Nano Nagle. The teacher will bring to the students a realisation and knowledge of the richness and joy of a life lived in accordance with Gospel values.
2. The teacher, as a competent professional, has a commitment to, and models, life long learning.
3. The teacher shares in promoting the formation of the whole person. Positive rapport with students and a clearly-directed, well-planned school curriculum should enhance student learning and personal development.
4. The teacher is to provide a climate of self and mutual respect, trust and hope, where each person will learn to live and work confidently and responsibly.

**Scope and Emphases of Role**

1. **Leadership**
   To improve learning outcomes for students, Teachers:
   - Are committed to building positive relationships with all students. They focus on the learning and wellbeing of the students they teach and make a significant contribution to the communities in which they work. They respect the individuality, capacity and backgrounds of their students and maintain high expectations for student learning.
   - Are committed to the continuous development of their professional knowledge and practice. They work collaboratively, using research and evidence derived from innovative theory and practice, to improve education and build effective communities of learners.
   - Share an essential and privileged responsibility with parents and communities to care for all young people, in particular the vulnerable, and to discover and develop their potential to learn independently and critically throughout their lives.
   - Teachers understand that Marian College is an inclusive and compassionate community where each teacher walks in the footsteps of Christ. - e.g. being leaders in prayer and celebrations; having an understanding of key liturgical events; actively participating in Masses.
   - Through daily practise of teaching should actively work towards students achieving the following Marian College student graduate outcomes:

   - **Be living witnesses of our Catholic story.**
   - **Know what it is to be Catholic and treasure the traditions of our faith.**
   - **Be lifelong learners, critically evaluating the world in which they live and seeking the truth.**
   - **Have genuine respect for self, others and the environment.**
   - **Celebrate and appreciate the strengths and diversity that define each individual.**
   - **Become resilient, articulate, creative and effective members of the community.**
   - **Be caring, responsible, compassionate and confident.**
   - **Have a strong commitment to social justice.**
2. Management

The Teacher will:

- Accurately mark attendance at every class on SIMON. An unexplained absence is to be followed up.
- Hold all classes in the scheduled location. If teachers plan to move a class they are required to change location on SIMON.
- Ensure that student behaviour and dress is in keeping with the College policies.
- Be a Learning Mentor to a group of approximately 10 students.
- Support Learning Mentors with necessary information about your students to assist in the preparation of effective student/Learning Mentor interviews.
- Ensure that all excursions are organised and conducted in accordance with College and CEO protocols.
- Leave appropriate and detailed lesson material when absent from classes.
- Begin and end class and Learning Mentor on time and insist that students do the same.
- Foster academic rigour in classes, set meaningful assessment tasks and provide timely feedback for students.
- Communicate with parents in a professional and timely manner and take appropriate action when required.
- Provide appropriate supervision for each class. No teacher may leave his/her class unsupervised.
- Required attendance at College and Community events will be communicated to staff in a timely manner.
- Attend at least one camp or retreat per year.
- Adhere to all College policies and protocols.
- Undertake other duties as required by the Principal, Deputy Principals, Community Leader or appropriate Learning and Teaching Leaders.
- Engage in Professional Learning and maintain a record of, the required hours of Professional Development as specified by the Victorian Institute of Teaching.
- Attend the scheduled staff and team meetings pro rata of employment or as specified in the employment agreement.
- Plan and implement a range of effective teaching & learning opportunities to all students, regardless of their home school.
- Engage respectfully and professionally with colleagues and work effectively in all teams.
- Maintain professional conduct (in accordance with VIT registration) at all times.
- Report to students and parents in a regular and meaningful way, adhering to the writing style guide.
- Timelines and deadlines for reports must be met.
- Obtain the Accreditation to Teach in a Catholic school within 5 years of employment in a Catholic school.
- Adhere to the dress code (to be developed as per School Improvement Plan 2014-2016).
- Be on time and actively supervise extras and yard duty.

3. Organisational Relationships

The Teacher will be:

- Accountable to the Deputy Principal Learning and Teaching.
- Required to work in a highly collaborative environment with:
  - Yr 7/8, 9 and Senior Learning and Teaching leaders or
  - Community Leaders
  - Learning Mentors

4. Memberships

The Teacher will be a member of:

- A year level teaching team (Yr 7/8, 9 or Senior Learning)
- A Community (Gomez, Nagle or Romero).

5. Relevant College Documents and Policies

The Teacher will be cognizant of and conversant with the following College documents:
- Marian College Vision Statement.
- Marian College Graduate Outcomes
- All policies that relate to teaching and learning.

In addition the Teacher will be cognizant of and conversant with the VIT standards of professional conduct: www.vit.vic.edu.au

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