



NAZARETH COLLEGE

SUBJECT TEACHER

POSITION REPORTS TO: Principal, Deputy Principal (Teaching and Learning), Instructional Leader	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: Teacher Load will be in the Timetable and approved by Principal. Nazareth has 4x75 minute periods each day	TERMS OF EMPLOYMENT: Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2018)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: <ul style="list-style-type: none">• Annual Review Meeting• Victorian Institute of Teaching – Registration• CECV Accreditation to Teach in a Catholic School• Criminal Record Check/VIT
COMMENCEMENT DATE: 27 January 2023 (Start of Term 1, 2023)	TO BE REVIEWED BY AND DATE: The Principal (Or delegate) throughout tenure

CONTEXT

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through Teaching and Learning in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

SUBJECT TEACHER:

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College take an integrated and collaborative approach to building and strengthening a safe and respectful school community. The partnerships between staff are pivotal in the learning, well-being and empowerment of Nazareth College students.

Subject Teachers are appointed by the Principal and report directly to the Instructional Leader who report to the Deputy Principal (Teaching and Learning). They are primarily responsible for providing quality teaching and learning opportunities to students that allows them to reach their full potential. They are responsible for planning, preparing and delivering curriculum as well as general supervision of students. The Subject Teacher promotes gospel teachings and is committed to supporting the vision of the college.

They will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

All staff are required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values. The successful candidate for these positions will commence in Term 1, 2023 (date to be negotiated).

DUTIES/RESPONSIBILITIES

CATHOLIC IDENTITY

- Develop and maintain an adequate understanding of aspects of Catholic teaching that impact on your classroom; including supporting the Catholic Ethos of the College.
- Attend and participate in College liturgical experiences and celebrations.

CURRICULUM DESIGN

- Plan, deliver and achieve continuous improvement in curriculum design and delivery
- Have an outcomes-based focus that is backed by appropriate student outcomes and up to date course documentation
- Provide a curriculum that enables each student's academic and well-being progress to be monitored
- Analyse data to inform curriculum development and optimise learning for students
- Review curriculum and inform pedagogy for continual improvement ensuring externally mandated curricula are implemented effectively (e.g. Victorian Curriculum).
- Be led by instructional leaders to ensure all required curriculum documentation is developed and maintained
- Possess knowledge of current curriculum and assessment practices
- Implement an innovative curriculum that allows students the opportunity to experience a broad, challenging and stimulating curriculum that caters for individual needs across the full range of student abilities from Year 7 to 12
- Ensure that the aims and objectives of the Curriculum program are being met.
- Maintain a well-documented, up to date and resourced curriculum that includes the integration of revision techniques that are specific and skill focused.
- Be available to provide advice to students on pathways within the subject area
- Work with colleagues to review student progress and assessment using student feedback and assessment data
- Share Teaching and Learning resources with colleagues, develop and evaluate resources and participate in assessment moderation with colleagues
- Contribute to team meetings including recommendations for best practice and ongoing development

TEACHING AND LEARNING PRACTICES

- Develop a strong learning culture within your subjects
- Work with colleagues to ensure that teaching/learning is of the highest standard and caters for the needs of all students.
- Teach classes and model a wide range of effective teaching and learning practices, including cooperative learning, action learning, strategies for coping with differences in preferred learning styles, and enhanced opportunities for skills-based learning.
- Analyse, interpret and use a range of data sources to support and improve student learning
- Promote continuous improvement and growth in practice and pedagogy through the use of peer observation, coaching, feedback and self-reflection.
- Plan for suitable interventions or opportunities to address identified needs by liaising with appropriate staff (e.g. learning diversity, counsellor)
- Develop and implement learning initiatives that focus on delivering an innovative and engaging curriculum.
- Ensure that assessment, feedback and reporting are completed in line with College guidelines and are contemporary and informed by best practice.
- Support internal examinations and other assessment tasks by collaborating with instructional leader to ensure optimal learning experiences for students
- Improve student engagement and learning through differentiation and student ownership
- Present well-prepared and engaging lessons appropriate to the year level and needs and abilities of students.
- Prepare and implement Individual Learning Plans for diverse learners
- Ensure students are aware of assessment tools and criteria prior to commencing tasks

- Ensure a variety of assessment techniques are used to measure learning outcomes and modify learning tasks as required for students with individual needs
- Maintain accurate and detailed attendance records, student progress and achievement on Simon
- Develop a stimulating and engaging learning environment by using diverse teaching strategies and approaches to cater for a variety of learning needs and student capability
- Provide for individual differences by modifying curriculum and assessment to either extend or support students
- Proactively monitor the progress of each student using a variety of assessment and reporting methods and provide meaningful and timely feedback to students and parents
- Formulate professional learning goals in response to classroom observations, student/parent feedback and the school's strategic plan
- Create a learning environment which stimulates interest in learning and acknowledges the needs of students to be both challenged and given support\
- Recognise that learning is an active and collaborative experience between teacher and student and amongst themselves
- Recognise that students are of diverse ability and from a variety of backgrounds that must be catered for in order for them to achieve success
- Know and actively utilise the characteristics at different developmental phases and use this information to inform Teaching and Learning needs
- Proactively utilise a range of assessment and reporting methods to monitor and inform teaching practice and to facilitate accurate and comprehensive records of student progress

LEADERSHIP

- Implement decisions and procedures as directed by college leadership which assist in the efficient organisation of the College
- Seek feedback on performance and drive professional growth opportunities
- Ensure teaching/learning is of the highest standard and caters for the needs of all students.
- Foster an environment of professional trust, empowerment and learning
- Be aware of, all aspects of OHS within the subject area and school
- Demonstrate an active and supportive interest in College events, particularly those in which students are involved (e.g., swimming carnival)
- Take a supportive role in the recognition and celebration of student achievements.
- Participate in College requested PD to build capacity and growth

RESOURCE MANAGEMENT

- Oversee and manage the use of resources, including preparation of student resources to support curriculum delivery
- Distribute resources/information to staff, students and parents as required
- Take responsibility for the care of the resources of the college - rooms, furniture, equipment.

CLASSROOM MANAGEMENT

- Apply consistent, fair and effective behaviour management with a focus on PBS and restorative practices and which are consistent with the College's Behaviour Management Policy
- Have knowledge of and advise students of the School's policies and procedures
- Encourage student co-operation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour
- Form working relationships with students which are positive, consistent and fair
- Take responsibility for managing inappropriate student behaviour
- Be punctual, manage time, lesson planning and assessment schedules efficiently
- Establish a learning environment where students feel safe and are encouraged to be fully engaged
- Monitor student progress and liaise with relevant staff regarding individual needs.
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom

- Protect the safety and wellbeing of each student
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Wellbeing

PROFESSIONAL EXPECTATIONS

- Exercise discretion when handling confidential and sensitive information
- Attend College functions, meetings and events as required
- Adhere to College policies, procedures and goals
- Show collegiate support of all staff.
- Engage in appropriate Professional Development and relevant Professional Networks.
- Take an active role and encourage students to participate in co-curricular activities
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- Participate in duty supervision as rostered and other supervision duties when required.
- Understand and comply with the standards of Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL), the Catholic Education Commission of Victoria (CECV) and Nazareth College's policies and procedures
- Assist in the planning/delivery of programs that promote teaching and learning.
- Keep abreast of knowledge and curriculum development as well as developments in education
- Share knowledge, ideas and resources with colleagues
- Interact positively and proactively with parents to build strong relationships
- Nominate students for awards where relevant
- Be aware of the safety of students. Know emergency procedures and understand the particular safety needs within their subject area(s) and be able to put them into effect.
- By their dress, demeanour, actions, support and involvement, be an exemplary example to students.
- Be prepared to develop an understanding of the needs of students
- Professionally competent in teaching, administration and pastoral care.
- Knowledgeable of, and active in promoting Child Safety policies and protocols
- Communicate information of a serious nature to the Deputy Principals or leadership team
- Ensure Nazareth College continues to build its reputation as a school of choice

ASSESSMENT AND REPORTING:

- Help with the development and progression of School Assessed coursework, tasks and examinations as requested.
- Plan, and evaluate curriculum in subject areas and at year levels which you teach.
- Have a knowledge of Commonwealth and State educational requirements.
- Maintain accurate and up-to-date records of students' progress, attendance and achievement.
- Ensure that results and feedback for assessment and reporting meet deadlines as outlined by relevant staff and in the Assessment and Reporting Guidelines
- Participate in the creation, development and construction of assessment tasks.
- Give students, parents and colleagues honest, fair and meaningful feedback.
- Attend Student Progress Meetings and information evenings.
- Maintain an accurate record of lesson plans on a daily/weekly basis

PROFESSIONAL LEARNING

- Commit to ongoing professional development
- Continue to learn and implement digital technologies to facilitate student learning
- Proactively participate in the staff professional learning processes
- Support collegiate learning by sharing learnings, including acting as a mentor when required

WELLBEING:

- Proactively monitor and support student wellbeing and liaise with Pastoral Teacher/Head of House/Director of Wellbeing as required regarding wellbeing concerns of students
- Provide students with a safe environment and maintain behaviour management using a restorative and PBS approach that enhances the learning of all students/class members
- Undertake duties as assigned such as yard duty, extras, replacement lessons, supervision
- Keep an accurate record of attendance and class passes on Simon for each lesson.
- Provide students with a child-safe environment in which the dignity of young people is respected and nurtured.
- Comply with CECV policies and VIT registration requirements.
- Assume pastoral care responsibilities as a subject teacher and as a Pastoral Teacher
- Demonstrate appropriate standards and expectations that students are encouraged to live up to
- Ensure that communication is clear, concise and affirming
- Implement strategies which promote a healthy and positive learning Environment

OTHER RESPONSIBILITIES

- Attend all lessons (unless prior arrangement has been made) and be punctual
- Mark the roll at the beginning of each lesson
- Carry out administrative duties associated with classroom teaching
- Follow specific requirements of the Instructional Area
- Attend activities concerning your instructional and subject area
- Be prepared to attend school camps, if required

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing.
- Be a suitable person to engage in child-connected work.
- Be experienced in working with children.
- An understanding of child safety and protection.
- An understanding of appropriate behaviours when engaging with children.
- A knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards and expectations of MACS, PROTECT, VIT and VRQA.
- An understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Nazareth College is a Child Safe School
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety
- To ensure all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff members, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Staff members are advised that they are to:

- Contribute to the provision of a safe and healthy working environment for employees, contractors, students and others by assisting the school to ensure compliance with OH&S objectives;
- Ensure that proper procedures, training and supervision are in place to minimise occupational health and safety risk;
- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;

- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

OTHER DUTIES

- No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties as requested by the Principal (or delegate) as may be required and are broadly consistent with the responsibilities of this position description
- The position is subject to review and modification by the Principal (or delegate), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.
- The position will, from time-to-time require attendance outside normal hours.
- The successful applicant will require a commitment to ongoing professional learning
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the position.
- Committed to the safety and protection of all students at the College
- Be approachable and responsive to all members of staff
- Ongoing commitment and contribution to the subject area
- Show initiative and energy in all matters pertaining to the role
- Improved student learning outcomes
- Timely follow-up and communication of the highest standard with staff, students and parents/guardians.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process

1. Support of the vision and mission statements of our learning and faith community
2. A commitment to the Catholic ethos of the college and recognition of the role of all leaders
3. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students and parents/guardians.
4. Commitment to the promotion of restorative and PBS practices and processes
5. Sound understanding of Child Safe standards and mandatory reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment
6. Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks.
7. Experience in the development of evidence-based teaching and learning approaches including use of a broad range of assessment tools to inform adjustments for students
8. Outstanding interpersonal and communication skills, including: (i) experience in working collaboratively with leadership; (ii) ability to operate effectively within a multidisciplinary team; (iii) capacity to communicate effectively across a broad range of contexts
9. The capacity to create an environment that supports continuous improvement leading to the achievement of high-quality outcomes for all students
10. Demonstrable understanding of contemporary learning theories and practices and the AITSL Standards
11. Registered Teacher in Victoria (or eligible for registration)
12. Accreditation to teach in a catholic school (or working towards)

13. First Aid certificate – level 2 (or Willingness to obtain)
14. Anaphylaxis Awareness training (Or willingness to obtain)
15. Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate
16. COVID-19 Infection Control Module (Or willingness to complete)
17. The ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

<p><u>INTERNAL</u> Principal Deputy Principals Instructional Leaders Subject Teachers Students</p>	<p><u>EXTERNAL</u> Parents</p>	<p><u>MEETINGS</u> Regular Subject area meetings Staff Meetings Staff Briefings</p>
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TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	Teacher Load will be in the Timetable and approved by Principal. Nazareth has 4x75 minute periods each day
TENURE	Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2018)
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Registration CECV Accreditation to Teach in a Catholic School VIT

Employee acknowledgment

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: _____ Date: _____

Authorised by Principal or Representative

Signature: _____ Date: _____