



Subject Teacher

OVERVIEW

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating women to take on the world, work for justice and make a difference. Since 2014 Star of the Sea has been a member school of Kildare Ministries.

The College's Educational Charter, developed in collaboration with teachers, students and parents, provides the framework for this role description.

All staff members are expected to support the College's mission to empower young women to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic Ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

MAJOR AREAS OF RESPONSIBILITY

Curriculum: We are a community of learners, who have a passion for learning, sharing knowledge, celebrating achievement, encouraging future growth and striving for excellence

Pedagogy and Technology: We value personalised learning that is rigorous, relevant and engaging and provides ongoing support, challenge and success for all students. We encourage creativity and critical thinking, where risk-taking and problem solving is valued as an important contribution to learning. We create a variety of opportunities to engage in self-reflection to assist in the development of meaningful learning

Student Learning, Wellbeing and Child Safety: We have a dynamic and holistic approach to life. We are responsive to the needs of others, strive for justice and empower young women to make a difference in the world. We promote independence, interdependence and self-confidence through collaboration and effective communication

Professional Engagement: We build authentic relationships founded on care, compassion and mutual respect

Assessment and Reporting: Teachers assess, provide feedback and report on student learning



General Administrative Duties: The Subject Teacher reports to her/his Faculty Leader and is responsible to the students in her/his class for covering the syllabus as laid down in the curriculum documentation. It is expected that all Subject Teachers have a broad and deep understanding of their subject specific content and that they use appropriate pedagogical practices.

The following duties are aligned to the major areas of responsibility:

Curriculum	Subject Teachers:
<p><i>Develop relevant and innovative curriculum that seeks to challenge students and engage them in real world learning activities</i></p> <p><i>Support differentiation and personalisation of the curriculum</i></p> <p><i>Engage in respectful dialogue</i></p> <p><i>Instil the skills and confidence necessary to work effectively in both collaborative and individual setting</i></p> <p>Education Charter 2016-2018</p>	<ul style="list-style-type: none">• understand and adhere to state and national course requirements• provide evidence of lesson preparation to the Deputy Principal - Learning and Teaching or Faculty Leader as requested• plan, develop, review and evaluate curriculum, in consultation with their Faculty Leader, in subject areas and at year levels which they teach (including portal and learning management system resources)• develop assessment instruments in a collegial manner where whole group testing takes place• create and evaluate online resources for the purposes of enriching the curriculum using College structures• share teaching and learning resources, ensuring that all students of that subject are afforded access to the same materials• work with colleagues to review current teaching and learning progress using student feedback and student assessment data• attend subject meetings as scheduled• fulfil co-curricular requirements in accordance with College guidelines



<p>Pedagogy</p> <p><i>Demonstrate a love of learning and a passion for our learning area.</i></p> <p><i>Validate and celebrate all achievements in our community</i></p> <p><i>Foster curiosity and deep thinking by creating an environment where students are encouraged to question, explore and appreciate learning through inquiry</i></p> <p>Education Charter</p>	<p>Subject Teachers:</p> <ul style="list-style-type: none">• help to develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs• employ a variety of strategies to effectively implement the curriculum• give appropriate time for lesson preparation and organisation• embrace the use of Information and Communications• Technologies to enhance their effectiveness• formulate professional learning goals in response to classroom observations, student feedback surveys and the College’s strategic plan
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<p>Student Learning, Wellbeing and Child Safety</p> <p><i>Respect, value and support the diversity of learners and learning activities at Star</i></p> <p><i>Recognise that learning and teaching contributes to each student recognising her place as a responsible, global citizen.</i></p> <p><i>Care for all members of our community and uphold the dignity of each individual</i></p> <p><i>Instil a sense of belonging, identity and pride amongst our students</i></p> <p>Education Charter 2016-2018</p>	<p>Subject teachers:</p> <ul style="list-style-type: none">• be active participants in the College’s pastoral care system as specified in the Pastoral Care Policy in a manner which reflects Presentation values• work with the Deputy Principal - Students to promote student wellbeing• provide, in conjunction with Learning Support, modification of curriculum or assessment for identified students• liaise with appropriate support staff, where appropriate, in the implementation of the curriculum – eg Learning Support, Library Services staff• implement strategies and expectations which promote a positive learning environment• provide students with a child-safe environment• be familiar with and comply with the College's child- safe policy and code of conduct, and any other policies or procedures relating to child safety• proactively monitor and support student wellbeing
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<p>Assessment and Reporting</p> <p><i>Embrace opportunities that provide timely and constructive feedback to develop a community of reflective and responsive learners</i></p> <p>Education Charter 2016-2018</p>	<p>Subject teachers:</p> <ul style="list-style-type: none"> • Select from an effective range of strategies to provide targeted feedback based on informed and timely judgements of each student’s current needs in order to progress learning • Organise assessment moderation activities that support consistent and comparable judgements of student learning • Work with colleagues to use data from internal and external student assessments for evaluating learning and teaching, identifying interventions and modifying teaching practice. • Work with colleagues to construct accurate, informative and timely reports to students and parents/carers about student learning and achievement, through approved • communication channels and Parent Support Group meetings • be proactive in establishing and maintaining timely and effective communication with parents and attending formal parent/teacher/student meetings
<p>Professional Engagement</p> <p><i>Are active members of our profession who seek to improve student learning and engagement through a commitment to 21st Century pedagogy, facilitated by ongoing professional learning</i></p> <p>Education Charter 2016-2018</p>	<p>Subject teachers:</p> <ul style="list-style-type: none"> • are familiar with and comply with the standards of professional practice as articulated in the Australian Standards of Teaching and the Catholic Education Commission of Victoria (CECV) • maintain excellent communication and relationships with students and staff • have knowledge of current teaching practice, informed by awareness of relevant research in the field • commit to ongoing professional development in her/his field • continue her/his development of ICT skills as technologies evolve • participate in the staff appraisal and feedback processes • be an active member of a relevant professional association as duties permit • support collegial learning by acting as a mentor and supporting student teachers <p>undergo First Aid training and maintain its currency</p> <p>create and maintain a safe environment in which students may enjoy their participation, both in class and out of class activities</p>



General Administrative Duties

Subject teachers:

- keep accurate records of student attendance
- ensure compliance with OH&S Policy and Procedures
- have a duty of care for the behaviour of all students
- have a duty of care for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual
- are expected to attend scheduled staff meetings, and relevant House meetings and Mentor group meetings
- are expected to attend College assemblies and liturgies
- are required to use Information and Communication Technologies to enhance administration
- are required to participate in Retreat/Spiritual programs and/or a Mentor Group Camp as required by the College, on at least an annual basis
- are required to undertake playground/transport/Library supervision as rostered
- are required to attend whole College, Year Level and House events e.g. liturgies, Athletics as directed
- are expected to develop and maintain collegial and professional relationships with fellow staff members
- are expected to adhere to all College policies as published in the common drive
- are expected on site during working hours, for the purposes of lesson planning, and organisation

Participate in co-curricular activities as requested. In fulfilling this role they:

- act as a role model for participating students
- keep accurate records of student attendance and participation within the activity
- where appropriate, nominate participating students for awards



CONDITIONS OF EMPLOYMENT

Direct Report	Faculty Leader
Tenure	Term 3 and Term 4 2023
Date	Commence: Term 3 2023
Qualifications	Appropriate Degree VIT Registration
Salary	Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2018)
Approved By	Principal