Melbourne Archdiocese
Catholic Schools
De La Salle College

Teacher
Position Description

DE LA SALLE
COLLEGE – MALVERN

De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

"Young people need good teachers, like visible angels"
(MTR 5.1, Med 197.1)

De La Salle College is a Catholic school in the Lasallian tradition of St John Baptist de La Salle that aspires to bring the Lasallian charism to the community.

The staff of De La Salle College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

The teaching staff are responsible for preparing and implementing a comprehensive educational teaching plan according to the College's requirements. Staff at De La Salle College show a passion for teaching with a proven ability to engage students through relationships established on mutual trust in accordance with the College's Child Protection Policies and Procedures.

Teaching staff are appointed by the Principal and are expected to work in partnership with the College Executive Team in developing effective learning and teaching outcomes and connecting with and guiding young people.

All teachers at De La Salle College are responsible for promoting the Five Core Principles set forth by St John Baptist de La Salle:

- Faith in the presence of God;
- Respect for all people;
- Quality education;
- Inclusive community;
- Concern for the poor and social justice.

In addition to this, all teachers should adhere to De La Salle College's expected practices, as outlined below.

Wellbeing

Teachers at De La Salle College are required to:

- Provide students with a child-safe environment;
- Be familiar and comply with the school's Child Protection Policy and Child Safety Staff Code of Conduct;
- Have a sound knowledge of students, how they learn and any factors which may impede their learning;
- Structure learning and co-curricular activities to meet the physical, social and intellectual development and characteristics of their students;
- Respect family privacy and treat information with the appropriate level of confidentiality;
- Establish relationships with all members of the community founded on trust, respect and open communication;
- Collaborate with Class/House Mentors, Education Support Team, Year Level/House Coordinators, School Psychologists and Directors of Students in monitoring student progress and wellbeing;
- Develop a positive climate that encourages student resilience, an inquiring mind and a shared responsibility for learning;
- Use appropriate verbal and non-verbal language when dealing with student concerns;
- Demonstrate a sound understanding of the learning and wellbeing educational needs of boys;
- Accept and operate within the Catholic and Lasallian educational ethos of the College;
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;

- Strive to help students to understand, accept and appreciate Catholic teaching and values through their teaching and other work and personal example.

Teacher Duties and responsibilities

Teachers at De La Salle College are required to:

- Hours of work for staff will be in accordance with Clause 55 (and any other associated clauses) as per the Catholic Education Multi Enterprise Agreement (2022);
- Staff should arrive at school no later than 8:20am;
- On days when there are Staff Briefings, Year Level/House Meetings and scheduled before school duties, staff are expected to be in attendance;
- Be prompt and prepared for timetabled classes;
- Provide prompt attention to student work submitted for marking and feedback;
- Ensure all student data management systems are updated in a timely manner;
- Populate the College's recording and reporting systems (OLLIE within two weeks of completed assessment, Accelerus and Synergetic) with accurate and comprehensive data in relation to each student;
- Design and deliver programs that are enhanced through the use of technology;
- Set and maintain high expectations related to the standards of student performance;
- Maintain a realistic, consistent homework program for students and monitor completion;
- Regularly and actively participate in Year Level/House and Mentor Group activities as required;
- Demonstrate knowledge, competence and confidence within their relevant subject disciplines;
- Prepare class resources and materials which cater to a range of student abilities;
- Have current knowledge of curriculum initiatives in their teaching areas;
- Demonstrate innovative thinking/theory/practice in their learning area;
- Attend all scheduled staff and curriculum team meetings as required;
- Attend all assemblies and liturgies as required;
- Ensure that all Yard Duty responsibilities are met;
- Participate in official College functions, including, Parent/Teacher Interviews, Staff Formation Days, Mission Action Day, House Athletics day, House Swimming Carnival, Professional Learning days;
- Respond to parent/guardian communication within two business days;
- Only communicate with students through College approved platforms;
- Be aware of Acts of Parliament i.e. Copyright Act 1968, Equal Opportunity Act 2010 and the Commonwealth Privacy Act 1988;
- Staff responsible for spending College funds must be financially responsible stewards of the funds availed to them to ensure the College is able to provide a learning/work environment that is beneficial to all students and staff.

Professional Learning

Teachers at De La Salle College are required to:

- Commit to ongoing professional learning and continually strive to improve teaching and learning strategies as per VIT requirements;
- Identify and plan for own professional learning needs through participation in the annual Professional Learning Plan process;
- Actively engage in internal and external professional learning and improve practice;
- Complete their College Digital Learning Certificate within 12 months of employment at the College;
- Engage with colleagues and improve practice through the Professional Learning Teams and other activities;
- Share ideas and resources with others in learning area;
- Ensure all professional learning aligns with personal, learning area and/or College strategic goals;
- Use a range of teaching practices and resources to engage students in effective learning;
- Continue development of ICT skills as technologies evolve;
- Be an active member of a relevant professional association as duties permit;
- Adhere to the Learning and Teaching protocols of the College.

Co-Curricular / College Community / Professional Expectations / College Expectations:

Teachers at De La Salle College are required to:

- Participate in a range of co-curricular activities as per co-curricular policy;
- Be available for at least one camp/overnight stay per year;
- Support and be involved in the co-curricular program, as per the co-curricular policy, achieving the minimum points required;
- Proactively encourage students to participate in co-curricular activities;
- Act as a role model for students participating in co-curricular activities;
- Oversee the provision and care of relevant equipment, materials and first aid requirements;
- Actively work towards the College strategic plan.

Staff members are encouraged:

- To attend the various concerts which are held throughout the year;
- Support events such as the Formal, Valedictory, Mother/Father and Son nights etc.

Competencies Required

- Current VIT registration;
- Have a working knowledge of the AITSL standards;
- Demonstrated ability to establish positive and effective working relationships with staff and students;
- Effective collaboration skills;
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health & Safety

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

Staff are advised that they are to:

- 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 willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

THE POSITION

The Assistant College Coordinator is a POR position and is allocated 4 periods per cycle to meet the requirements of their role consistent with Consultative Committee recommendations. Some variation in the specified responsibilities may take place from year to year.

The role requires demonstration of:

- High organisational awareness;
- Highly developed organisational skills;
- A competence in the use of ICT and platforms used by the College;
- Excellent communication, administrative and organisational skills.

Perform any other duties as requested by the Principal and/or Executive Deputy Principal.

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022.

This Role Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications.

All employees at De La Salle College are to follow College policies and procedures.

CRITERIA

The successful applicant will be able to demonstrate:

1. A deep commitment to Catholic and Lasallian ethos and educational values in male educational environment;
2. A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
3. Demonstrated competence in the use of ICT in an educational setting;
4. Excellent organisational, communication and collaborative skills;
5. Proven success as a teacher with a commitment to personal professional development
6. Knowledge and understanding of contemporary trends and research into educational outcomes;
7. Knowledge and understanding of student engagement data and impact on student achievement and wellbeing;
8. Familiarity with Catholic Education Melbourne Horizons of Hope educational framework, the Wellbeing Foundation Statement and the eXcel: Wellbeing for Learning in Catholic Schools documentation;
9. Excellent leadership, management and administrative skills to facilitate innovation and sustain continuous improvement;
10. A vision for the role;

EXPERIENCE AND QUALIFICATONS

It is preferred that the successful applicant will have the following experience and qualifications:

1. Relevant tertiary qualifications in education including a Master's Degree (preferable);
2. Experience in relevant educational leadership.
3. Current VIT Registration.