



Subject Teacher

Position Description	
Position Title:	Subject Teacher
Reporting Relationships:	Responsible to the Vice Principal and Deputy Principal – Head of Campus
Classification level:	Teacher Salary under VCMEA 2018

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Position Summary:

A classroom teacher is a professional person enjoying a certain autonomy of professional competence, a competence that can be expected and demanded by the Principal. It requires that the teacher set a high standard of professional performance, adherence to all College regulations, personal self-discipline, dress and appearance. Subject teachers will be fully understanding of Child Safety requirements at the College and will ensure that all elements of the learning program promote the safety, wellbeing and inclusion of all children.

Key Duties & Responsibilities:

- Maintain a classroom environment conducive to learning. This requires both discipline and challenge. Discipline requires a consistent and clearly understood level of expectation which should be both real and just
- Carefully check attendance at every class and consult with the Care Group Teacher if any discrepancy is suspected. If the discrepancy is confirmed, the House Coordinator is to be advised of the situation
- Begin and end class periods on time and with prayer. NO students should be dismissed before the end of the class
- Ensure that students note in their Record Books any homework task that is assigned to them
- Hold all classes in the scheduled location. No teacher may cancel a class session or change the location of a class without permission from the Organisation Coordinator or Deputy Principal – Head of Campus. The office should be notified of such a change
- Provide adequate supervision for each class. No teacher may leave his/her class unsupervised. Individual students or groups of students released from classes for whatever reason must have a note from the Teacher
- Plan lessons according to the curriculum outlines. Evidence of planning is the responsibility of every teacher. Subject teachers share this with the Heads of Departments. Heads of Departments share this with the Deputy Principal – Mission and Directors of Learning
- Ensure their working area is compliant with Occupational Health and Safety standards.
- Observe the **'Minute of Gratitude'** daily
- Complete other duties as requested by the Principal

Subject teachers also have responsibility for student work in their classes, involving;

- Being conversant with school policy in matters of discipline and assessment;
- Preparing regular reports as required on student progress;
- keeping records of students' assessment levels which may be called upon;
- Seeking assistance from the Deputy Principals, Directors of Learning, House Coordinators or other responsible persons when needed;
- Attending all meetings: learning area, general staff, House, Care Group or others as required;
- Ensuring that any classroom is left in an orderly and tidy manner. Chairs must be put on tables and windows closed at the end of the final class of the day;
- Encouraging courteous speech and manners by students and teachers;
- Striving to meet the various needs of all students in the class;
- Keeping abreast of the subject with professional reading;
- Attending Parent/Teacher/Student nights as scheduled;
- Attending Parent Information Nights;
- Participating in supervision duties, such as yard, bus, etc.

Professional Expectations:

Professional expectations of all subject teachers include, but are not limited to:

- Teaching the curriculum;
- Curriculum development, preparation, assessment, record keeping and reporting;
- Student pastoral care and supervision;
- Meetings and administration;
- Professional development;
- Co-curricular activities;
- Professional collegial activities;
- Contributing to the mission of Catholic education;
- A full understanding of the expectations and regulations of the Victorian Institute of Teaching; and
- A commitment to gaining Accreditation to Teach in a Catholic School if not already obtained

Part-time teachers should be in attendance at least 15 minutes prior to the start of their first classes.

On Campus hours for full-time staff are 8.30am to 4.00pm.

Skills, Knowledge & Experience:

- Possess the skills, experience and qualifications to perform the role to improve student achievement
- Ability to follow Child Safety requirements
- Ability to contribute to the Catholic identity of the College
- Ability to teach Religious Education
- Ability to design and facilitate a highly differentiated learning program for students
- Ability to implement the Positive Learning Partnerships Program
- Ability to support and realise the positive education culture of the College
- Potential for future leadership

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

All subject teachers must hold a Victorian Institute of Teaching Registration

Last Updated:**March 2019**