



## Introduction

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, ensure that the students can acquire the skills necessary for 21<sup>st</sup> century learning and bring students to a knowledge and love of God.

The College operates over two campuses, one in Vermont South and the other in Burwood. The Burwood Campus hosts a designated Year 9 program known as Y9@E. All staff employed at Emmaus College may be required to work at either or both campuses.

## Expectations of Staff at Emmaus College

### Mission and Charism

#### At Emmaus College, staff:

- are expected to support the Catholic Ethos of the school
- are expected to work with the Leadership team in ways respectful of the Catholic tradition and the charism of the School
- are expected to support the School's Mission statement and assist in the implementation of the Strategic Plan and School Improvement Plan

### Pastoral Care and Child Safety

#### At Emmaus College, staff are required to:

- provide students with a child-safe environment
- be familiar with and comply with the school's Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment
- attend Year Level meetings/House meetings as scheduled
- attend all school assemblies
- attend school liturgical celebrations
- attend school organised activities relevant to House or Year Level, as required

### Contemporary Teaching Practice

#### At Emmaus College, staff are expected to:

- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- understand and adhere to state and national course requirements
- understand and adhere to the Australian Professional Standards for Teachers
- employ a variety of effective teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation



- keep accurate records of student attendance
- embrace the use of information and communications technologies to enhance learning
- engage in learning progress discussions
- monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- liaise with appropriate support staff in the implementation of the curriculum

### **Curriculum Development**

#### **Teaching staff at Emmaus College:**

- plan, develop, review and evaluate curriculum in subject areas and at year levels taught
- develop assessment instruments in a collegial manner where whole group testing takes place
- evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- create and evaluate online resources for the purposes of enriching the curriculum
- attend subject meetings as scheduled

### **Professional Development**

#### **All teaching staff at Emmaus College are expected to:**

- have current knowledge of curriculum initiatives in their teaching area(s)
- commit to ongoing professional development in their teaching area(s) and in the area of Student Wellbeing
- be open to researching areas of interest relevant to directions provided in the school's strategic plan, and in line with the position they hold
- continue development of ICT skills as technologies evolve
- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- participate in the Peer Mentoring Program
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Assistant Principal of Teaching and Learning

### **Co-Curricular Involvement**

#### **Teaching staff at Emmaus College are required to:**

- lead and support staff involvement in co-curricular programs
- proactively encourage students to participate in co-curricular activities
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment materials and first aid requirements

### **General and Administrative Duties**

#### **At Emmaus College, teaching staff:**

- contribute to a healthy and safe work environment and comply with all safe work policies and procedures
- maintain currency of first aid, mandatory reporting and anaphylaxis training
- demonstrate duty of care to students in relation to their physical and mental wellbeing



- attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- participate in duty supervision as rostered and other supervision duties when required
- demonstrate professional and collegiate relationships with colleagues
- uphold the professional standards expected of a teacher
- perform other duties as directed by the Principal

### **Essential Qualifications and Accreditations**

- Full Registration with the Victorian Institute of Teaching including a current National Criminal Record Check
- Relevant tertiary qualifications

**Please note that in accordance with Ministerial Order No. 870 both VIT Registration and relevant tertiary qualifications must be sighted by the school.**