



Expectations of all POL Positions

All Learning and Teaching Leaders have a responsibility to:

- Plan, develop, review and evaluate curriculum in subject areas and at year levels taught
- Work with the Leadership team in ways respectful of the Catholic tradition and charisma of the College
- Support the College mission and vision plans assisting in the implementation of the Strategic Plan and School Improvement Plan
- Provide strategic leadership and management in the performance of their duties
- Be contributors to a caring and supportive community
- Use consultative and collaborative approaches to provide opportunities for staff contribution to the College as a learning community
- Provide effective role modelling to staff through the use of appropriate conflict resolution and negotiation skills
- Mentor, coach and grow members of the team so they can develop the skills and strategies to effectively support our students and improve student outcomes
- Promote and foster the effectiveness of the team
- Maintain confidentiality and support for the team
- Maintain professional competence and current knowledge in educational trends
- Maintain a relationship-centred approach to all aspects of their work

Child Safety and Pastoral Care

Consistent with our mission as a Catholic school, Emmaus College is committed to a culture of child safety and has zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and well-being of our students by:

- Providing students with a child-safe environment
- Being familiar with and complying with the Emmaus child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assisting in the provision of a child-safe environment for students
- Maintaining currency of Child Safe training
- Demonstrating a duty of care to students in relation to their physical and mental wellbeing
- Being active participants in the College's pastoral care system
- Proactively monitoring and supporting student wellbeing
- Exercising pastoral care in a manner which reflects Emmaus values
- Implementing strategies which promote a healthy and positive learning environment
- Attending meetings as scheduled
- Attending all school assemblies
- Attending school liturgical celebrations
- Attending school organised activities relevant to house or year level, as required
- Being responsible for the behaviour of all students
- Being responsible for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff manual

Professional Development

- Have current knowledge of curriculum initiatives in the relevant teaching areas
- Commit to ongoing professional development in the relevant teaching areas
- Be open to researching areas of interest relevant to directions provided in the College's strategic plan
- Continue development of ICT skills as technologies evolve

- Participate in the staff appraisal and review process annually
- Be an active member of a relevant professional association as duties permit
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher
- Uphold the professional standards expected of this role
- Have and maintain currency of first aid, mandatory reporting and anaphylaxis & asthma training

Professional Responsibilities

- Develop and maintain, at all times, collegial and professional relationships with colleagues
- Be respectful of spiritual and social values of the College
- Be an accredited member of VIT and enact their obligations to maintain membership
- Meet professional responsibilities to teach in Victoria, adhering to the VELs, VCE, VCAL and/or VETiS requirements
- Fulfil the requirements of Australian Professional Standards for Teachers, as per the National Standards for Teachers governed by AITSL
- Contribute to a healthy and safe work environment for yourself and others by complying with all safe work policies and procedures
- Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
- Support a performance and development culture
- Adhere to all College policies and procedures

Co-Curricular Involvement

- Support and be involved in the co-curricular program
- 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
- Where appropriate, nominate participating students for awards
- Consider participation in social justice activities/retreats/spiritual programs

General Administrative and School Community Duties/Expectations

- Model a professional approach for all staff, including conduct, professional dress and dealing with all members of the school community
- Attend meetings as required, this may mean more meetings per week for non-POL holders
- Be available as needed for consultation with other staff and parents in addition to class and scheduled meeting times
- Attend whole-school events such as: School Assemblies and Liturgies, Sporting events, House events, Open Day and other events as required by the Principal
- Attend staff liturgical events and staff faith development days
- Use Information and Communication Technologies to enhance administration procedures
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- Attend all relevant school meetings, Parent Information Evenings, after school services/assemblies, mass, community and faith days as well as professional learning opportunities
- Participate in duty supervision as rostered and other supervision duties when required
- Use class time, not scheduled for teaching duties, for the purposes of lesson planning, assessment of student work and organization
- Uphold the professional standards expected of a teacher

- Contribute to the life of the College by participating in College functions, events, camps, excursions etc.
- Other duties as directed by the Principal

Note: The Role description and expectations are subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position. This includes the changing needs and the consultation with the incumbent.