

The Role of a Teacher

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 called Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our College 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 are able to acquire the skills necessary for 21st century learning and bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the curriculum and student welfare goals of the College.

Role Description

The teacher is appointed by and acts under the direction of the Principal, through the College Leadership Team. Teachers are appointed by the Principal in line with the current Victorian Catholic Multi Enterprise Agreement (VCEMEA), on either a permanent, contract or casual basis. Teachers at Emmaus College are responsible for inspiring, encouraging and supporting the learning of students, and for promoting their subject area(s). As members of the academic staff, teachers are responsible for planning, preparing and delivering curriculum, as well as general supervision and administrative duties. Emmaus College promotes team-based practice and expects teaching staff to implement Visible Learning practices and the College Pedagogical Framework.

Nature of the Role

At Emmaus College, staff work in a multi-faceted role where duties include:

- contemporary teaching
 - pastoral care and child safety
 - curriculum development
 - professional development
 - co-curricular involvement
 - general and administrative duties
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Contemporary Teaching Practice

- 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 including the standards of professional practice – Australian Standards of Teaching – and the CECV
- 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.
- Write formal academic reports that conform to report writing guidelines.
- 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

Pastoral Care and Child Safety

- 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
- Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy and positive learning environment.
- Attend year level meetings as scheduled.
- Attend all school assemblies.
- Attend school liturgical celebrations.
- Attend school organized activities relevant to house or year level, as required

Curriculum Development

- Plan, develop, review, and evaluate curriculum in subject areas and at year levels which you teach.
- 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

- Have current knowledge of curriculum initiatives in your teaching areas.
- Commit to ongoing professional development in your 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 process.
- 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 after consultation with the Assistant Principal Learning and Innovation

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

Student Management

- being alert to and immediately challenging instances of harassment, prejudice, and inequity
- being alert to and acting upon instances endangering student safety
- being punctual and diligent in yard duty and other supervisory duties
- encouraging students to meet expectations for appropriate behaviour
- maintaining right and proper relationships with students
- being courteous, firm, consistent and fair in dealings with students
- challenging inappropriate behaviour and disciplining students as appropriate and supported by College policy and procedures
- responding appropriately to student breaches of the College's behaviour management and uniform policies
- presenting and conducting in a manner consistent with the College ethos and policies.

College Community Involvement

Demonstrate commitment to the College philosophy to balanced and holistic education by:

- positively promoting the College both within the school community and in the wider community
- attending College functions as appropriate
- establishing positive relationships with parents and family members
- promoting positive home/school partnerships which support student learning and development
- reporting regularly on academic, cultural, sporting and personal development to students, parents and guardians
- responding promptly to parent or student concerns
- supporting the College co-curricular activities, House competitions, and service, sporting and cultural programs, as appropriate
- engendering in students pride in and commitment to the College
- participating in co-curricular activities including camps, excursions and retreats as required
- supporting other staff in the management of such events

Occupational Health & Safety

Comply with College Occupational Health and Safety policies and procedures by,

- following College policies as required
- following safe working procedures developed for the College
- reporting any hazards identified throughout the College to the OHS Representative

- complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals

General and Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others 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 the 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.
- Other duties as directed by the Principal

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the College, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principal, shall be determined through consultation and mutual agreement.

Essential Qualifications and Accreditations

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

Teaching staff are required to hold an Accreditation to Teach in a Catholic School or upon employment to be working towards such accreditation within a five-year period. Professional learning opportunities for this purpose will be provided.

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

Professional Review

This Position Description is intended as a framework for professional review.