

## All Learning and Teaching Leaders have a responsibility to:

- support the Catholic ethos of Emmaus College
- work with the Leadership Team in ways respectful of the Catholic tradition and ethos of the College
- support the College mission and vision assisting in the implementation of the Strategic Plan and the Annual Action 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 that can develop the skills and strategies to effectively support our students and improve student outcome
- 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 zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and wellbeing of our students by:

- provide students with a child-safe environment
- be familiar with and comply with the Emmaus College Child Safe Policy and Code of Conduct. and any other policies or procedures relating to child safety
- assist in the provision of a child-safe environment for students
- maintain currency of Child Safe training
- demonstrate a duty of care to students in relation to their physical and mental wellbeing
- be active participants in the College's pastoral care system
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects Emmaus values
- implement strategies which promote a healthy and positive learning environment
- attend meetings as scheduled
- attend all school assemblies
- attend school liturgical celebrations
- attend school organised activities relevant to house or year level, as required
- are responsible for the behaviour of all students
- responsible for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff guidelines

## 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 relevant to directions provided in the College's strategic plan
- continue development of ICT skills as technologies evolve
- participate in the staff annual review 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
- 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, always, 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 Victorian including adhere to the Victorian Curriculum, VCE, VCAL and/or VETiS requirement
- 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 themselves and others and comply 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 and Expectations

- model a professional approach for all staff, this includes conduct, professional dress, 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: College 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 Communications Technologies to enhance administration procedures
- follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- attend all relevant after school meetings such as Parent Information Evenings, assemblies, Masses, services, community and faith days as well as professional learning opportunities
- participate in duty supervision as rostered and other supervision duties when required
- use 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, including the changing needs and in consultation with the incumbent.**