



St Bede's  
College

EMPLOYMENT

# Role Description

## Teacher (General)

<b>Name of Applicant</b> (PLEASE PRINT)	<b>Signature of Applicant</b> I confirm that I have read and agreed to the terms and conditions in this General Teacher Role Description.

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are the "lost, the least and the last" (St John Baptist de la Salle). Our motto is Per Vias Rectas (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos:

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

## **St Bede's College is a Child Safe School:**

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## **College Expectations:**

St Bede's College is a Catholic College owned by the Trustees of the De La Salle Brothers and run by an incorporated Board. All staff members are expected to support the Catholic ethos of the College and, in particular, to come to understand and support the Lasallian nature of the College.

In doing this, all staff should:

- Understand, or develop an understanding of, Catholic values and traditions. This includes knowledge of the teachings of the Catholic Church and an understanding of its values, including the importance of prayer.
- Take an active part in the life of the College and support the College policies, aims and objectives.
- Understand that, in the Lasallian tradition, teacher-student relationships are at the core of effective learning and teaching.
- Assume pastoral care responsibilities, both as a classroom teacher and as a homeroom teacher or tutor.
- Demonstrate in your professional and personal life appropriate standards and expectations that the students are encouraged to model.
- Provide a positive environment in which effective communication can take place. Ensure that communication will be clear, concise, positive and affirming.
- Maintain confidentiality on information about students and fellow staff members.
- Establish effective and co-operative working relationships with teaching and non-teaching colleagues and work as a member of a team. As a member of a team, ideas, skills and resources are shared openly.

## **The Classroom:**

- Create a learning environment which stimulates interest in learning and promotes excellence and accepts and acknowledges the needs of students to be both challenged and given support.
- Have clear and set classroom rules and routines which are implemented consistently.
- Commence each lesson with prayer/reflection and check the class roll.
- Actively engage students in the learning process, perceiving that learning is an active and collaborative venture, both between teacher and students and among students themselves.
- Use a variety of teaching strategies to meet the objectives of the curriculum and recognise the variety of ways in which students learn.
- Recognise that, in each classroom, students of mixed ability and a variety of backgrounds must be catered for.
- Be aware of the safety of students. While being a general expectation, teachers are expected to know emergency procedures and drills and are required to understand the particular safety needs within their subject area(s) and be able to put them into effect.
- Enable students to make effective use of resources available within the College. This would include curriculum resources such as the College Resource Centre materials, Information Technology resources such as the internet, or general resources such as Careers Advice or Counselling.
- Share explicitly with students the expectation of a code of conduct which enables all students to work productively and to receive a fair share of teacher attention.
- If homework is given, please ensure that students write it in their diary.
- Ensure that the classroom is left neat and tidy for the next teacher.
- At the end of the lesson, ask students to stand, check for rubbish, leave the classroom clean and ensure that students are correctly wearing the College uniform.

- At the last lesson of the day ensure that all chairs are placed on the desk/table.

### **Under the Direction of the Learning Area Leader:**

- Work within the Learning Area to develop courses which are in harmony with College aims and Learning Area guidelines.
- Share materials and resources to enhance the learning of all students and give support to fellow staff members in the Learning Area.
- Plan a consistent and coherent learning program which will foster learning.
- Follow the learning program that has been established by the Learning Area Leader and team.
- Attend Learning Area meetings, as required.
- Be willing to take part in team teaching and mentoring programs which will enhance the development of fellow staff members.
- Develop appropriate methods of assessment and reporting and follow the guidelines established by the Learning Area Leader and College Administration.
- Be conscious of the Lasallian learning model and use its principles in the classroom.

### **Assessment and Reporting:**

- Use a range of assessment and evaluation techniques regularly and fairly.
- Encourage students to reflect on their work and the process they have gone through to achieve it.
- Encourage students to set their own goals and evaluate their outcomes.
- Ensure students are aware of the assessment tools and criteria prior to commencing tasks.
- Keep appropriate and accurate records and ensure that these are communicated to the College and parents as and when required.
- Communicate with parents in written reports and at Parent-Teacher Interviews.
- Identify student needs and communicate these needs to specialist staff, Leaders, Co-ordinators and College Administration. A pro-active role may be required at times.
- Ensure that the Learning Area assessment and reporting policies and guidelines are followed.
- Ensure that the College reporting guidelines are followed.

### **Professional Development:**

- Take responsibility for one's own professional development.
- Seek approval from the Deputy Principal for Human Resources for all PD activity.
- Keep abreast of knowledge and curriculum development as well as current developments in educational thinking.
- Contribute to the development of other staff members within the College by sharing knowledge, ideas and resources.
- Take advantage of the "in-house" PD activities that are organised.
- If teaching senior levels, look for opportunities to do VCE marking.
- Where appropriate, participate in Catholic and Lasallian in-service courses.

### **Other Responsibilities:**

- Attend all lessons (unless prior arrangement has been made with the Deputy Principal for Timetable and Daily Organisation).
- Be punctual for class.
- Attend meetings as required. This would include:
  - Staff meetings
  - Year Level or House meetings
  - Learning Area meetings
 or meetings for other specific purposes.
- Carry out administrative duties associated with classroom teaching, for example, the marking of the class roll.
- Adhere to specific requirements of the Learning Area.
- Attend Parent-Teacher Interviews.

- Attend activities concerning your Year Level or Learning Area. These could include:
  - Speech Nights
  - Information Evenings
  - Assemblies etc
- Take an active interest in the activities of the College.
- When dealing with students, always demonstrate support for the College rules.
- Be prepared to attend school camps, if required.
- Carry out extra duties as required, for example:
  - Yard supervision
  - Gate duty
  - Bus duty etc
- Volunteer for extra-curricular activities.