
ROLE DESCRIPTION

TEACHER



Classification	As per Catholic Education CMEA 2022
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	July 2023

PREAMBLE

In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building developments and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

OUR VISION

A dynamic, joy-filled Catholic learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

OUR MISSION

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for lifelong learning. We celebrate the achievements of all within an environment of joy and optimism. As a College, we are committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies

OUR VALUES

Integrity | Respect | Belonging | Joy | Dynamism

All leadership positions in our Catholic school in the Salesian Tradition are designed to demonstrate the value it holds for the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.

SALESIAN COLLEGE IS A CHILD SAFE SCHOOL IN ACCORDANCE WITH MINISTERIAL ORDER 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

ROLE DESCRIPTION

TEACHER



Classification	As per Catholic Education CMEA 2022
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	July 2023

POSITION

The Classroom Teacher is responsible for creating a safe, positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- in interacting informally with students

'...The teaching and learning process in a Catholic school is designed to reflect the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.' In all dealings associated with teaching the dignity of the person, or people, involved must be of paramount importance. We understand that strong classroom relationships underpin and inspire effective learning.

The College's teaching and philosophy are grounded in the Gospel of Jesus Christ and the interpretation of the Gospel lived out by St John Bosco, the founder of the Salesian Society. At Salesian College we believe that through education, we equip our students with the skills and capacities to enable them to become independent learners in the globalised 21st Century knowledge society, giving them dignity and the skills required to be productive members of the community and enhance their vocational prospects for the future.

In accordance with the College Vision Statement, Salesian College is a dynamic, joy-filled learning community, inspiring all boys to strive for excellence in the spirit of Don Bosco. We promote creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence. The role of a Teacher has a dedicated focus to bring the wording of the Vision Statement to life.

This position requires all teachers to:

- have a high level of knowledge of contemporary learning,
- be able to transform pedagogy to ensure that all teachers can maximise student learning and adopt a repertoire of techniques appropriate to the needs of each individual learner,
- be able to assist the College leadership in creating optimum learning environments within the College.
- demonstrate a deep understanding of the learner
- have a deep professional knowledge, an evident enthusiasm for their work and a strong belief that all students can learn.

ACCOUNTABILITY

Teachers receive guidance and direction from a number of sources dependent on circumstances including: Assistant Principal - Mission and Staff Culture, Assistant Principal – Learning, Teaching and Innovation, Assistant Principal – Students and Engagement, Deans of Students, Year Level Coordinators and Heads of Department.

Teachers are ultimately responsible to the Principal.

ROLE DESCRIPTION

TEACHER



Classification	As per Catholic Education CMEA 2022
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	July 2023

KEY DUTIES AND RESPONSIBILITIES

The Classroom Teacher is responsible for:

- Upholding and contributing to the Catholic ethos of Salesian College.
- Promoting the vision, mission and ethos of the College through modelling of appropriate standards of behaviour and participating in the liturgical life of the College.
- Understanding the employer's requirements and act in accordance with the College's and statutory bodies policies, guidelines and procedures. (refer to [VIT Professional Standards](#) and legal obligations)

Teaching Duties

- Prepare varied lessons, which cater to the range of student abilities and interests.
- Set realistic and challenging academic expectations of student performance.
- Prepare a challenging and realistic program of student homework.
- Provide timely and comprehensive feedback on student work that reinforces student achievement and focuses on improvement.
- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor learning progress.
- Ensure learning programs are appropriately differentiated to meet the learning needs of all students
- Be an active member of the relevant Learning Team/s. This includes attendance at meetings as required and contributing to curriculum development and planning relevant to that team.
- Involvement in curriculum and administrative committees and, where appropriate, other decision-making bodies.
- Contribute to curriculum innovation, planning and development.
- Contribute to curriculum documentation.
- Complete administrative tasks accurately and on time including record keeping.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Attend scheduled staff meetings, briefings, parent teacher interviews and other learning area and pastoral meetings as required.
- Liaise with other professional staff.
- Collaborate and plan with appropriate colleagues.

Pastoral responsibilities

- Active pastoral care for students and their families.
- Develop relationships and build rapport with all individual students.
- Attend and participate in the co-curricular life of the College through the sporting and cultural calendar.
- Support House Coordinators in the management of all students.
- Implement the Pastoral Care Policy and Program through the Pastoral Group System, in particular: participation in and contribution to general school activities (e.g. sport, camps, and concerts).

ROLE DESCRIPTION

TEACHER



Classification	As per Catholic Education CMEA 2022
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	July 2023

- Apply suitable student behaviour management strategies;
- Participate in student management issues.
- Where possible identify academic and personal issues which are impacting of the growth and development of each student referring these matters of concern in relation to students to the relevant Pastoral or student service.

Professional Responsibilities:

- Participate in personal professional learning.
- Adhere to the Health & Safety policies of the College.
- Keep abreast of statutory requirements in curriculum expressed by the VCAA, VRQA and other professional bodies.
- Participate in an Annual Review Meeting each year. Every three years teachers must undertake a more comprehensive Principal review meeting.

This position description should be read in conjunction with 'Standards of professional practice' (VIT), VIT and AITSL teachers code of conduct, the CECV Multi-employer agreement (2013) and the Salesian College Expectations of Teachers document

At all times staff are expected to behave in a professional manner, presenting positive and caring role models for students whilst endeavouring to establish right relationships.

Daily Practical Expectations:

- Ensure students enter the room in an orderly manner, correctly attired.
- Have students clean up any LITTER adjacent to the room or within the room. Provide an example by helping.
- Monitor classroom environment and file a report if attention is required to the Facilities Manager.
- Check & RECORD:
 - absentees (A)
 - lateness(L)
 - lack of books or equipment(D/B)
 - breach of uniform/appearance (U)
 - failure to do/hand in homework (HW)
 - repeated misdemeanour – e.g. eating.
- Be well-prepared, well-organised and enthusiastic about your subject, but remember that you are first and foremost a TEACHER OF ADOLESCENT BOYS.
- Insist on appropriate BEHAVIOUR in class, which stems from mutual respect and common courtesies.
- Always POSITION yourself so that you can see what is happening in the classroom.
- Avoid leaving classes unattended, in an emergency, send a reliable student with a written message.
- Minimize the number of students leaving your class.

ROLE DESCRIPTION

TEACHER



Classification	As per Catholic Education CMEA 2022
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	July 2023

- If a student is very disruptive in class, adhere to your prepared student management plan if this is unsuccessful implement College student management plan. Students are **not** to be placed outside classrooms for long periods of time as part of your discipline or work program.
- Ensure that HOMEWORK is completed.
 - If it is not, ascertain the reason. If there are extenuating circumstances, renegotiate (and record) an alternative date for its completion.
 - If the explanation is inadequate, student must complete the task at lunchtime (note in the diary).
 - if it is still not completed, issue an after-school Homework detention through the Year Level Coordinator.
 - If necessary, and in consultation with the Year Level Coordinator, phone the parents to discuss further appropriate action.
 - Ensure that any collected work is assessed and returned to students within the school's policy of turn-around time for correction.
 - Ensure room is clean and students correctly attired.
 - If last class for the day in that room, have chairs put up and have a student check for litter outside the room.
 - SECURE windows & lock door at end of day.
 - Students remain in class until the TEACHER DISMISSES them. Dismiss the class as soon as possible **after** the bell has rung (never before the bell).

KEY SELECTION CRITERIA

The Successful applicant will demonstrate evidence of:

1. A capacity to understand and animate Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities.
3. Knowing students and how they learn.
4. Knowing the curriculum content and how to teach it.
5. Planning for and implementing effective teaching and learning.
6. Creating and maintaining supportive and safe learning environments.
7. Assessing and providing feedback and reporting on student learning.
8. Engaging in professional learning.
9. Engaging professionally with colleagues, parents/carers and the community.