Mount St Benedict College

Teacher - Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Classroom Teacher
DEPARTMENT:	Various Faculties
LOCATION:	449c Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	Mount St Benedict teachers are professional educators whose work is guided by the Gospel, enunciated in the College's Mission and Vision Statement. The Mount St Benedict College teacher develops a deep knowledge and strong sense of each individual student. This knowledge enables the teacher to respond in a holistic way to the social, psychological, spiritual and developmental needs of the student as they work together in the classroom, in homeroom and pastoral care, in liturgy and prayer, in reaching out to others, in building community and in exploring other interests. This forms the foundation of our College Learning Framework, where relationships are at the heart of learning. It is important that teachers see themselves as being in cooperative partnership with parents and the College community, working towards the achievement of the College Strategic Plan. In doing so, the teacher supports the development of the school as a professional learning community focused on maximising learning and life outcomes for students. They are expected to take an active involvement in the general life of the College and carry out other duties as directed by the Principal. Teachers have an obligation to meet the high standards of professional practice and ethical behaviour required by the College, parents and the profession itself, undertaking this responsibility within the framework of the law.
POSITION REPORTS TO:	Head of Department
COORDINATES WITH:	• Faculty Team • Teaching and Learning Team • Wellbeing Team • Mission Team • Parents and community members • All Staff in the College - Teaching and Support Staff
DIRECT REPORTS:	• Nil
AWARD/AGREEMENT RELATIONSHIP:	NSW Catholic Independent Schools (Teachers – Model A) Multi-Enterprise Agreement 2023
CLASSIFICATION:	Teacher Band 1, 2.1, 2.2 or 3
STATUS:	Part or Full time
OTHER ALLOWANCES	Nil
SPECIAL CONDITIONS	All teachers are required to undertake playground duties, cocurricular activities and attend key school events. Active engagement with professional learning is expected. Promoting the vision of the College and supporting the Strategic Plan is expected.

MAJOR ACCOUNTABILITIES:

1. **As a Catholic school in the Benedictine tradition, teachers at Mount St Benedict College are expected to provide a rich and supportive learning environment through:**

- forming strong and cooperative relationships where students are known, nurtured and challenged in their learning
- creating an atmosphere of confidence and trust among learners
- demonstrating fairness, justice, forgiveness and respect in their relationships with students and colleagues
- bringing a depth of knowledge and contemporary understanding to the learning experiences of students together with parents and the broader community
- demonstrating thoughtful planning of learning experiences to most effectively engage student interest
- exploring deeper meanings associated with learning experiences including matters of faith and spirituality, justice and morality, pax, stewardship and hospitality
- providing timely, regular and meaningful feedback to students and their parents as well as colleagues
- engaging in ongoing learning in their subject disciplines, in pedagogy, faith and spirituality and in adolescent psychology and contemporary issues faced by adolescents
- Incorporated within the charism and ethos of the College and those points outlined above, the Mount St Benedict Teacher is expected to be at the level of "Proficient" against the Australian Professional Standards for Teachers (NESA) encompassed within three domains – Professional Knowledge, Professional Practice and Professional Engagement.

2. **The duties of a teacher at Mount St Benedict College include but are not limited to:**

- actively contributing to the Mission of the College through liturgy and prayer, retreats and reflection days, outreach and social justice initiatives and community events
- actively contributing to the Pastoral focus of the College through developing respectful and supportive relationships with students and colleagues at all times as well as mentoring students in homeroom and during Pastoral Care lessons and through contributing positively to a House team
- actively contributing to the Curriculum through the provision of appropriate and relevant subject information in effective and innovative classroom teaching, completion of lesson preparation, programs and registers that reflect the syllabus outcomes of the course, using a range of rich and appropriate student assessment programs and evaluation techniques and ensuring reports are accurate, appropriate and meet College deadlines
- actively promoting student engagement through a range of learning experiences which seek to foster understanding in a context of real-world experiences guided by the Gospel and the Charism of the College
- attending meetings as required including but not limited to Staff meetings and Parent Teacher interviews
- completing requirements such as registers and reports in a timely and thorough manner
- actively contributing to community and co-curricular events such as camps and retreats, community days such as MSB Day, Carnivals and activity days
- engaging in reflective practice and ongoing professional learning to enhance their capacity in their subject disciplines, in pedagogy, faith and spirituality, and in adolescent psychology and contemporary issues faced by adolescents
- ensuring that students are appropriately supervised and being diligent in the exercise of duty of care at all times
- complying with all reasonable directions given by a supervisor or Principal and adhere to guidelines concerning the performance of their duties
- ensuring they are conversant with College policies and procedures
- complying with their legal responsibilities including:
    - ensuring administrative requirements associated with classroom teaching and homeroom such as class rolls and attendance are carried out when required and strictly monitored
    - fulfilling mandatory responsibility to notify the Principal of children who are at risk of harm and of any possible allegations of 'reportable conduct'
    - taking reasonable care for own health and safety and that of other personnel who may be affected by their conduct.

3. Professional Development by:

- To foster professional learning by attending relevant conferences, seminars and/or inservices.
- To be actively involved in professional learning teams in the College.

4. Appraisal/Review Conditions

Mount St Benedict College Teachers will undergo a Performance Review in accordance with College policy. In addition, they will in collaboration with their Head of Department set individual and team goals on a yearly basis.

5. Other

- Participate in the cocurricular program within the College
- Adhere to employment expectations as stated in the Employment Contract, the Code of Conduct, and its associated policies
- Carry out additional duties as required by the Principal.

This position is subject to an annual review of performance in the role. Loyalty, confidentiality and support of the College, the Principal and other members of the College Leadership Team at all times is an essential component of the role.

ESSENTIAL SKILLS / QUALIFICATIONS:
• Relevant teaching qualifications and NESA Registration • Proven attention to detail and excellent communication skills (both written and verbal) • A highly motivated attitude to work with the ability to seek out solutions and pro-actively problem solve • A genuine passion and interest in working long-term in an independent school • Commitment to the process of continuous improvement • Sound IT skills including use of the Microsoft suite and a database system • NESA registration to teach in NSW • Current Working with Children Check (WWCC)
DESIRABLE SKILLS / QUALIFICATIONS:
• An understanding of the charism of Good Samaritan Education as articulated in the Good Samaritan Schools Teaching and Learning Framework and the Good Samaritan Schools Mission Framework • A proven ability to work in a collaborative environment as a member of a team • Excellent IT skills including use of the Microsoft suite and a School database system; • Current First Aid Certificate, including CPR.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos *Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College*	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement; • Reflect an integrated model of Catholic service to all aspects of College life; • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control; • Promote in staff and students a strong commitment to serve others; • Attendance at meetings as required
2. Service *Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.*	• Provide the highest level of service to all members of the College Community - including students, parents and staff. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed. • Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint

	• Attend College functions, sometimes out of school hours.
3. Skills, Knowledge & Application *Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.*	• Be intimately involved in policy development and aware of academic and other educational initiatives; • Demonstrate high level oral and written communication skills, with an attention to detail and high-level organisational ability; • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment; • Develop and maintain professional relationships within the College community • Demonstrate the ability to meet deadlines; • Demonstrate the skills required to ensure effective communication with parents, students, staff and other community members; • Demonstrate excellent leadership and teamwork skills in interactions with other members of the Wellbeing team.
4. Professional Conduct *Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.*	• Fulfil all requirements of the Mount St Benedict Code of Conduct; • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism; • Pursue and encourage excellence in all areas of College life; • Positively promote the College both internally and externally at all times; • Adhere to College policies; including: Student Welfare, Child Protection, WHS, Staff code of Conduct, Acceptable use of IT, Copyright Regulations and other College policies; • Exercising leadership that enables the achievement of strategic priorities. • Maintain confidentiality and discretion regarding all College related issues; • Exercise initiative and judgment in complex, confidential situations; • Ability to manage policy implementation, for example, as pertaining to the handing of personal information; • Follow instructions from supervisors, comply with requests & instructions from the Principal and the College Board. • Model observable professional behaviour and professional courtesy. • Commitment to Child Safety, providing students with a child-safe environment. Be familiar with and comply with the College child safe policy and code of conduct, and any other policies or procedures relating to child safety.
5. Personal & Professional development *Demonstrated experience in and understanding of the need for continuing both personal and professional development*.	• Work collaboratively with, and provide expert advice to, Deputy Principal • Maintain memberships, networking and involvement in professional associations. • Build and maintain industry relationships • Attend all compulsory professional development provided by the College and as required by the College with outside agencies; • Show commitment to continuous organisational improvement; • Demonstrate commitment to ongoing professional growth & learning and engage in own professional learning. • Plan and implement a program to ensure that every teacher pursues a shared vision of teaching excellence encompassing peer collaboration, classroom visits, shared practice, dialogue and feedback. • Promote opportunity for student voice to influence Staff Professional Learning and practice. • Lead awareness of current research and best practice about excellence in Staff and Student Wellbeing

6. Teamwork & Communication *Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.*	• Demonstrate reliability and effective communication; • Provide clear and timely communication with students, parents, staff and the College Board. • Model a willingness to work positively and collaboratively within a team; • Demonstrate highly effective communication and conflict resolution skills; • Establish and maintain effective communication networks: • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from the team, peers, the Principal and the College Board; • Demonstrate the ability to work as part of a team as well as ability to work independently; • Treat others in a respectful and supportive manner at all times.
7. Administration & Compliance *Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*	• Maintain safe working practices at all times; • Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment; • Complete required College documentation within established timeframes; e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents. • Contribute to the design, implementation and review of policies and programs in collaboration with the College Leadership Team.
8. Community Engagement *Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.*	• Where appropriate opportunities arise, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in school events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
9. Pastoral Care *Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.*	• Maintain confidentiality in all issues in relation to the College; • Demonstrate concern and care for colleagues and engage positively and respectfully with them; • Support and maintain discipline and pastoral structures and expectations within the College; • Administer First Aid on occasion, as required; • Provide active & vigilant supervision of students as required;

The appointee will participate in a formative review in their third year and a summative review in their fifth year. After a successful summative review, the contract will be renewed for a further term.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____