



Duty Statement

Secondary Teacher

The mission of staff is to nurture our students so that they can become successful learners, confident, creative, and active informed citizens, who are able to contribute positively to society. Our philosophy of education at St John Bosco focuses on; the Image of the Child, the Learning Process, the Environment, Partnerships, and Community.

The major responsibilities of teachers are:

Catholic Identity

- Promote an understanding of the life and witness of St John Bosco in the College Community, especially the connected faith story of St John Bosco, the Salesians and College House Patrons
- Promote House Spirit and develop a team approach with students and staff ensuring an alignment to the College ethos and goals
- Participate in College liturgical celebrations such as Masses and House Liturgies
- Build quality relationships with students
- Promote a sense of service by participating in College and House events that contribute to the wellbeing of others
- Support students fulfilling the requirements of the Valdocco Service Learning Program
- Seek opportunities to promote, acknowledge and affirm students' talents and achievements
- In association with Heads of Year and Heads of Learning Area, ensure the system of rewards and affirmation for all students is effectively and fairly administered

Education

- Teach the curriculum as prescribed or approved by the Principal and Head of Learning Area and as per the relevant regulatory body
- Contribute to college-based curriculum development when and where applicable
- Prepare programs and course outlines as prescribed by the Head of Learning Area or the relevant curriculum authority
- Plan and develop appropriate lessons using a range of suitable resources and appropriate technology
- Undertake professional development as required, stay current with educational trends and curricular areas
- Assess student work accurately and appropriately in accordance with College Assessment procedures
- Teach timetabled classes using varied and appropriate teaching strategies including the integration of Information Technology
- Facilitate reasonable adjustments, differentiation and extension activities
- Set goals, modify tasks and assessments, and identify entry points in the curriculum for students with disability and/or learning challenges
- Work in partnership with Education Assistants and Learning Support Coordinators to ensure reasonable adjustments and appropriate IEP learning goals



- Develop and carry out suitable strategies and assessment tools for evaluating student achievement
- Ensure programs, marks and student feedback are uploaded to SEQTA in a timely manner
- Proactively share academic concerns with parents
- Apply appropriate classroom management strategies to provide a positive and effective learning environment

Community

- Demonstrate care and concern for the spiritual, emotional, physical and academic development of students
- Provide pastoral and supportive care for students at the class and pastoral care teacher level
- Communicate concerns about individual students to relevant staff and pastoral team with discernment for confidentiality
- Communicate effectively with parents as required
- Carry out the requirements of Community Hub and Oratory under the guidance of the relevant Head of Year
- Be involved in House activities and calendared College pastoral events
- Conduct oneself professionally in terms of dress, language, punctuality, behaviour, and courtesy
- Be mindful of professional conduct in relationships with students beyond the classroom setting
- Avoid engaging with students through social media and be mindful of actions in social settings
- Assist and engage actively in the extra-curricular program of the College
- Support College activities by attending extra-curricular and social functions

Stewardship

- Be involved in reporting at both informal and formal levels through SEQTA, parent-teacher evenings, and formal College Reports
- Interact responsibly and professionally with Learning Area colleagues and broader College staff
- Carry out designated duties including class teaching, relief supervision, and meetings
- Undertake professional growth as required within the College's teacher development program

Key Characteristics

- Full-time teachers are required to be a Community Hub and Oratory teacher and have a teaching load of 1280 minutes per week (FTE 1.0)
- Fulfill requirements for Accreditation, Teacher Registration, and other professional clearances

Line Management

A teachers line of management is through Head of Learning Area/Heads of Year to the Deputy Principals.