



JOHN PAUL COLLEGE

TEACHER

Position Information Document

CONTEXT

John Paul College Kalgoorlie was established in 1984 by merging Prendiville College for girls, and Christian Brothers College for boys. By amalgamating these two schools, John Paul College has a rich and diverse history that has been passed down to its students over the years. John Paul College continues to educate young men and women within a Catholic framework of justice, peace, and charity. By prioritising these values, the school creates a nurturing environment where students can learn not only academically but also develop moral values that they can carry with them throughout their lives.

KEY WORKING RELATIONSHIPS

- Kalgoorlie-Boulder, Coolgardie and Kambalda Catholic Community, School Leaders, School Staff, Students, Parents / Caregivers.

BROAD PURPOSE

- Work collaboratively with colleagues, the Catholic community, parents/caregivers and other personnel to facilitate learning by students and engage in educational professional development. Support the ethos of John Paul College in the Catholic tradition.

DESCRIPTION OF POSITION

The teacher is responsible to the Principal through relevant personnel such as the Vice Principal, Head of Learning Area and Year Dean, and is responsible for:

- Developing and implementing specific areas of the curriculum
- Managing and providing pastoral care of students
- Ensuring the health, safety and wellbeing of both students and fellow employees
- Maintaining facilities and equipment.

SPECIFIC REQUIREMENTS

- Homeroom Duties
- Classroom Teaching
- Other duties – such as attending staff meetings, yard duties, curriculum extension activities, relief lessons, parent / teacher conferences and any other duties as required from time to time as part of the teaching profession.

ACQUIRE AND MAINTAIN

- Working with Children Clearance
- Approved mandatory reporting training
- Teachers Registration -TRBWA
- Teacher Accreditation in Catholic Education WA

KEY AREAS OF WORK

- Apply curriculum knowledge and teaching methods which facilitate successful learning.
- Respond to learners needs and develop and maintain working relationships.
- Provide a balanced and challenging program relevant to the needs of the students.
- Assess, record and report learner achievement.
- Establish structures and processes to achieve a productive learning environment.
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment.
- Ensure that confidential information is handled appropriately.
- Carry out other non-instructional responsibilities which are part of the teacher's role – such as:
 - Support and adhere to school, CEWA and SCSA policies and relevant government legislation.
 - Carry out routine tasks including record keeping, surveys and distribution of materials.
 - Meet yard duty requirements.
 - Exercise a duty of care; and
 - Improve skills, knowledge and performance through professional development and performance appraisals.
- Perform any other duties as required from time to time by the Principal.

PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Mandate for WA Catholic Schools and the CEWA Enterprise Bargaining Agreement, and the school's guidelines and procedures.
- Have a commitment to uphold and contribute to the ethos of John Paul College.
- Complete administrative tasks accurately and on time including record keeping.
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Diligently undertake supervision duties, including yard duty.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.

CONTENT OF TEACHING AND LEARNING

- Plan a comprehensive learning program.
- Address students' varying intellectual, emotional and physical abilities in teaching practice.
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application to the classroom.
- Demonstrate best practice in teaching and learning.
- Apply prior learning to changes that happen from time to time in teaching and learning practice.

CLASSROOM MANAGEMENT AND BEHAVIOUR EDUCATION

- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences if expectations are not adhered to.
- Work with students to create an attractive welcoming classroom environment.
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Apply behaviour management skills consistently and in line with school procedures

- Respond appropriately to student behaviour.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

ASSESSMENT AND REPORTING OF STUDENT LEARNING

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor learning process.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school.
- Modify assessment of students with special provision entitlements.

INTERACTION WITH THE SCHOOL AND BROADER COMMUNITY

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Work effectively as a member of a school team in a range of school activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.

WORK HEALTH AND SAFETY (WHS)

Workers have a responsibility to:

- Take reasonable care for their own health and safety.
- Take reasonable care to not adversely affect another person at work through acts or omissions.
- Follow reasonable instructions given to ensure health and safety, and
- Co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety.
- Participate in training programs as requested.
- Report unsafe/unhealthy conditions (hazards) in their work environment.
- Report incidents or near misses which have or could have caused injury, and
- Become familiar with and follow the policies, procedures and information about WHS available to staff on Compliance.