Applications are invited from suitably qualified teachers for the following position:

**Full-time English and Drama Teacher**

*temporary position for 2017 school year*

*The ability to teach Drama up to Stage 6 will be an advantage*

**Teacher Role Description follows on page 2**

**Essential Criteria:**

In addition to providing details of relevant qualifications for the subject area, applicants should also address the following criteria:

- have a knowledge of and commitment to the Catholic ethos and mission of the school;
- have an understanding of the 21st century learner;
- be able to work as a member of a committed team of professional teachers;
- dedicated to providing quality teaching and learning.

Interested applicants should email their application to:

The Principal’s Secretary
St John’s College Woodlawn, Lismore
Email: dmelino@lism.catholic.edu.au

Applications to be received by 10am Monday 12 December 2016

Child protection legislation requires preferred applicants to be subject to employment screening.

*An Equal Opportunity Employer*
Role statement: Classroom teacher

Classroom teachers are responsible to the Principal for:

(a) Demonstrate a commitment to and support the Catholic ethos and faith.
(b) Participate fully in the liturgical and religious life of the College.
(c) Present a positive role model to the College community through word and action.
(d) Be loyal ambassadors for the College in the community.
(e) Attend masses, assemblies; parent/teacher/student interviews, Open Night, information evenings; graduations, etc. (where appropriate).
(f) Promote the Catholic ethos of the College in all teaching areas.
(g) Strive for personal excellence and promote excellence in student achievement.
(h) Encourage and recognise excellence in all.
(i) Promote a life long love of learning.
(j) To treat all (students, parents, visitors and all staff) with dignity and respect.
(k) Model and promote tolerance in the classroom.
(l) Encourage compassion and understanding among students.
(m) Encourage commitment of students to their studies.
(n) Treat all with consistency and fairness.
(o) Carrying out other duties as determined by the Principal.

Teacher duty of care

Every teacher has a duty of care that involves:

(a) The safety and welfare of the student being paramount.
(b) Punctuality to class and other assigned duties.
(c) Presence in class at all times.
(d) Active monitoring of student behaviour in the classroom.
(e) Establishing a classroom code of conduct consistent with the College Student Management Policy.
(f) Designing and implementing lessons incorporating the Quality Teaching model as adopted by the College.
(g) Encouraging a lifelong love of learning in students.
(h) Being active in the classroom where appropriate.
(i) Being responsible for the writing, delivery and registration of programs.
(j) Providing prompt and meaningful feedback to students on their progress.
(k) Addressing areas of weakness of student learning.
(l) Following up student lack of progress with the KLA Coordinator.
(m) Marking the roll in every lesson and following up on any student who is absent from class but should be present.

**Professional practice**

A teacher demonstrates professional commitment by:

(a) Marking and assessing student work and providing timely and appropriate feedback.
(b) Completing student academic reports on student achievement.
(c) Ensuring adequate and meaningful homework is set and checked.
(d) Reporting to parents through the College Diary student non-compliance or problems that may be evident.
(e) Meeting deadlines for the setting and marking of examinations and assessment tasks, reports; program writing, registrations and evaluations.
(f) Attending all staff and faculty meetings.
(g) Attending to email communication before 8:50am, before leaving the premises and wherever possible during the day.
(h) Participating in the SRD process by maintaining current and accessible programs and registers.
(i) Maintaining knowledge of CSO documents and Board of Studies requirements in relevant teaching areas.
(j) Maintaining and updating knowledge, skills and understanding of relevant subject areas.
(k) Communicating to parents through and with the knowledge and approval of the Year Coordinator and KLA Coordinator.
(l) Maintaining the cleanliness of teaching classrooms and staffrooms; and reporting maintenance and WH & S issues.
(m) Caring for and ensuring security of all College resources.
(n) Maintaining vigilance over issuing and return of resources.