



St Leonard's College

Teaching Staff

Position Description

POSITION TITLE:	English Teacher
POSITION STATUS:	Two positions - Permanent and Contract; Full Time and Part Time
REPORTS TO:	Head of Learning - English
PREPARED BY:	Head of Human Resources

Applications are invited at St Leonard's College for dedicated and inspirational English teachers with experience in teaching VCE English and Literature essential. Familiarity in teaching International Baccalaureate (IB) Literature and IB Language and Literature would be advantageous.

These roles commence at the start of the 2017 school year, Friday 20 January, the new staff induction day

POSITION PURPOSE

The English faculty is a highly skilled, professional, creative and dynamic team who are passionate about literature and the English curriculum. In conjunction with teaching the course the English teacher is charged with keeping up to date with changes in the curriculum and developing new resources. Commitment to professional development is essential, as is excellent skills in the use of technology in the classroom. St Leonard's offers a broad range of English courses including VCE and IB English and VCE Literature.

The successful applicant will have a genuine love of literature and delight in the wonderful exploration of ideas in the English classroom. As part of a vibrant team the successful applicant will contribute both professionally and collegially to the team. Excellent organisational and interpersonal skills will be important, as well as a commitment to enhance learning in all facets of the English curriculum.

OTHER FUNCTIONS AND RESPONSIBILITIES

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- preparing and executing well-planned, academically rich and innovative lessons;
- developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- employing a variety of effective teaching strategies to effectively implement the curriculum;
- ensuring that classrooms are places where technology is discretely, yet actively employed to assist in effective learning;
- reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- actively contributing to a culture of teaching and learning where teachers learn with and from each other and actively inquire into effective pedagogical practice;
- engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- being thoroughly versed in the policies of the College and abide by the policy directives;
- supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

The College:

- is an equal opportunity employer;
- complies with the requirements of the Privacy Act;
- has a strong commitment to OH&S;
- will not tolerate harassment of any kind.

We value:

- Communication – effective, helpful and positive.
- Confidentiality - Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.