Kolbe Catholic College

Role Description

Position: Subject Teacher

Responsible To: Vice Principal

Review Date: 2024

KOLBE CATHOLIC COLLEGE

We are a co-educational secondary College situated within the Rockingham educational precinct bordering Murdoch University and South Metropolitan TAFE. Since its inception, Kolbe has grown to become a thriving community with an enrolment over 1,250 students from Years 7 to 12. We are blessed to have beautiful grounds that serve as a backdrop for all that happens on our campus.

Our motto of Courage, Faith, Excellence was inspired by our patron, St Maximilian Kolbe, and challenges students to capitalise on their many gifts. They are assisted in this endeavour through a rich and diverse array of learning opportunities offered inside and outside of the classroom. It is our dedicated staff and teachers who create and support these wonderful learning opportunities.

Vision

To grow lifelong learners inspired by Jesus to help transform the world.

Mission

To build an authentic learning community that is rich in diverse opportunities enriched by Catholic values.

OUR VALUES

To have the ***courage*** to live out God's mission of service and love.
To practise our ***faith*** by loving God and others with all our heart.
To aspire to ***excellence*** so that we shine our light for all to see.

STATEMENT OF DUTIES SPECIFIC TO THE ROLE

PASTORAL CARE

The subject teacher will demonstrate the pastoral care of his/her students by:

- Developing a positive rapport with all students.
- Attending to the needs of each student and the group as a whole.
- Exercising duty of care through effective, professional supervision.
- Maintaining constant supervision of a group for which responsibility has been allocated.
- Treating students with the respect to which their God-given dignity entitles them.

TEACHING

The subject teacher is responsible for:

- Programming for a particular course that is being taught in accordance with College policy.
- Planning thoroughly for each lesson.
- Presenting material and using strategies that accommodate multiple intelligences in such a manner so as to enhance student learning.
- Assessing student performance formally in accordance with College policy.
- Informing your teaching practice through an evaluation of your students' performance.
- Completing the formal process of reporting to parents in accordance with College policy.
- Contacting parents at other than formal reporting times, when a student's performance, achievement, attitude or behaviour is a cause for concern.
- Meeting deadlines set by Heads of Learning Area / College Administration.
- Keeping up to date with developments in relevant learning area/s and pedagogical methods, thereby actively contributing to the professional learning communities within the College.
- Complete annual learning goals through the College Professional Growth Process.
- Asking for professional assistance when appropriate.
- Acting upon professional advice when appropriate.
- Maintaining appropriate confidentially in all matters relating to the College.
- Punctuality in regard to professional life.
- Ensuring all students are engaged in learning.

MANAGING STUDENT BEHAVIOUR

The subject teacher will play a vital role in the discipline process by:

- Emphasising and fostering self-discipline.
- Encouraging a positive attitude and behaviour in students.
- Ensuring that students are aware of all College expectations, including behaviour, uniform and use of resources.
- Dealing appropriately with individuals and groups whose behaviour or attitude is not acceptable.
- Following the College's stated policies and procedures by keeping records and referring students to appropriate staff when necessary.

OTHER AREAS

The subject teacher is required to:

- Be involved in extra-curricular activities of the College.
- Support for the beliefs, teachings, values, and attitudes of the Catholic Church and the Vision, Mission and Values of Kolbe Catholic College.
- Adhere to a standard of dress consistent with the stated requirements of the College.
- Carry out daily pastoral care duties in accordance with College procedures.

SELECTION CRITERIA

- Completion of a teaching qualification and TRBWA registration.
- The proven ability to work with others, build trust and display integrity.
- Support the whole College Vision for Learning.
- Strong written and oral communication skills.
- A genuine commitment to living and promoting the Catholic ethos of the College.
- An understanding of contemporary pedagogy to develop future ready learners.
- Experience in using technology to enrich the learning experience of students.
- A willingness to be involved in the extra-curricular life of the College.