

**Position:** Teacher - Humanities

**Tenure:** Part-time

**Salary & Conditions:**

Terms and conditions are as per the Catholic Education Multi Enterprise Agreement 2018.

**Superannuation:**

As per Superannuation Guarantee Legislation

**Organisational Context:**

Monivae College is a secondary Catholic co-educational day and boarding school welcoming to everyone. Inspired by the vision, spirituality and ethos of the Missionaries of the Sacred Heart students are at the heart of all that we do. We nurture academic achievement, faith, resilience, empathy, personal and physical growth to develop our students to the best of their abilities which reflects Gods love for all.

Monivae College as a Catholic school is a place where the sacred dignity of each person is recognised, respected and fostered. Monivae College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe for children and young people.

**Organisational Relationships:**

Reports to: Humanities Faculty Leader

This Position Description is intended as a framework for professional review. As Monivae College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

**Position Objectives:**

A teacher at Monivae College is responsible for contributing to the welfare and the education of the students in the care of the school and for participating in leading, developing and maintaining the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC).

A teacher at Monivae College is a facilitator for the transfer of knowledge, skills and understanding of the curriculum and the spirit of Monivae College.

Monivae College provides Catholic education which encourages all to realize their unique potential in a caring and child safe environment ensuring that all students enrolled, and any child visiting, have the right to feel safe and be safe.

The wellbeing of children in your care will always be your first priority and you will have zero tolerance to child abuse.

mind spirit heart

A Catholic Co-Educational Day and Boarding Secondary College conducted by the Missionaries of the Sacred Heart

**Key Responsibilities:**

**Teaching and Learning**

*Objectives:*

1. A love of learning and an ability to impart it to others
2. Strong classroom management skills
3. Strong knowledge of and high regard for particular subject area(s)
4. Effective and timely feedback to students about their class work and assessment items
5. Other supervision requirements
6. A willingness to be involved with the co-curriculum
7. An ability and willingness to communicate effectively with parents

*Performance Indicators:*

- A positive, ordered environment where effective learning takes place
- Demonstrated knowledge when working with colleagues and curriculum teams
- A record of subject specific Professional Development
- Students receive verbal and written reports on progress and behaviour, set tasks are returned generally within two weeks
- Duties are effectively and punctually completed
- Demonstrated involvement with the co-curriculum
- Parents are well supplied with information about the progress of students, inquiries are promptly answered

**MSC and Monivae College Spirituality and Ethos**

*Objectives:*

1. An understanding of and value for MSC Spirituality and an ability to impart it to others

*Performance Indicators:*

- Participation in Professional Development opportunities about Heart Spirituality

**Relationships**

*Objectives:*

1. A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals especially those who are disadvantaged or isolated: mentally, physically, emotionally or geographically
2. Founded on love and built on love, MSC schools offer a vision of hope for humankind, one to which all their members can contribute as they grow strong in faith. Protection for children and young people, in MSC Schools, is based upon the belief that the inherent dignity of each person be recognized and fostered.
3. An ability and willingness to work effectively with others and as a member of a Department or work team
4. An ability and willingness to relate to students and other members of staff as a professional educator with compassion, availability, understanding; dealing with students and each other in an atmosphere of family, friendship and collegiality

*Performance Indicators:*

- Demonstrated respect for others regardless of their situation
- Demonstrated ability through active participation in meetings and contributions to work teams
- Demonstrated willingness to work with and relate to others positively and openly

**Personal Organisation**

*Objectives:*

1. Sound personal organisation including an ability to meet work deadlines (including records of student progress, and other requirements) and targets
2. Attributes of punctuality, appropriate grooming
3. Effective communication skills
4. A strong work ethic
5. Appropriate ICT skills

*Performance Indicators:*

- Attire is of an appropriate professional standard
- Effective and appropriate means of communication are used including personal, face-to-face, attendance at meetings
- Use of the College's Learning Management System (SIMON).  
\*\*Induction would include familiarisation with this program

**Qualifications, Skills and Experience:**

**Essential:**

- An appropriate teaching qualification and registration with VIT
- Integrity and professionalism
- An understanding of and value for MSC Spirituality
- A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals
- Appropriate knowledge of and high regard for particular subject area(s)
- Effective classroom management skills
- A love of learning and an ability to impart it to others
- A strong work ethic
- An ability and willingness to work effectively with others and as a member of a Faculty or work team
- Effective communication skills
- An ability and willingness to relate to students and other members of staff as a professional educator with compassion, availability, and understanding to promote an atmosphere of family, friendship and collegiality
- An ability and willingness to communicate effectively with parents
- A willingness to be involved with the co-curriculum
- Appropriate technology skills
- Sound personal organisation including attributes of punctuality, appropriate grooming and an ability to meet work deadlines and targets
- A commitment to undertake ongoing professional development

**Key Selection Criteria:**

- Demonstrated understanding of and commitment to the ethos of Monivae College as a Catholic school in the MSC tradition
- Demonstrated capacity and commitment to school leadership and Principal support
- Knowledge of contemporary teaching and practices in Humanities education
- Experience in working with teams
- Strong interpersonal communication demonstrating the ability to build rapport, provide guidance, maintain confidentiality and interact at all levels of the College
- Strong organisational and time management skills
- Proven commitment to ongoing professional learning