



English Teacher

SPECIFIC RESPONSIBILITIES AND DUTIES

The English teacher is responsible for:

- Programming for classes within the English Learning Area.
- Planning thoroughly for each lesson.
- Presenting material in an engaging manner to enhance student learning.
- Incorporate ICT into lessons to promote teaching & learning/ 21st Century teaching and learning strategies/ ability to differentiate in order to extend more able students as well as support students experiencing difficulties/ use of explicit teaching and learning strategies.
- Willingness to work collaboratively and in a positive manner with other staff within the learning area.
- The ability to work independently when required.
- Excellent use of initiative and the ability to forward plan.
- Good oral and written communication skills.
- Assessing student performance formally in accordance with College policy.
- Completing the formal process of reporting to parents in accordance with College policy.
- When required maintain regular contact with parents regarding student performance and wellbeing,
- Meeting deadlines set by Learning Area/College administration.
- Keeping up to date with developments in the learning area.
- Asking for professional assistance when appropriate.
- Being punctual and fully prepared for all lessons.
- Effective use of Seqta Learning Management system.

Pastoral Care

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

- 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.
- Emphasising and fostering self-discipline.
- Encouraging a positive attitude and positive behaviour in students.
- Ensuring that students are aware of minimum expectations in terms of behaviour.
- Dealing appropriately with individuals and groups whose behaviour or attitude is not acceptable, ensuring effective behaviour management.
- Following the College's stated policy and procedures by referring students to appropriate staff when necessary.

Other

The English teacher is required to:

- Be in attendance from 8.15am to 4.00pm and be available for a variety of staff meetings up to 5.00pm on nominated days.
- Ensure that the classroom and its equipment are treated with respect by students and that the teaching area is neat and tidy when vacated.
- Attend to the pastoral care of colleagues (eg. communal worship, loyalty, social activities).
- Be involved in co-curricular activities of the College.
- Acting upon professional advice when appropriate.
- Maintaining appropriate confidentiality in all matters relating to the College.
- Punctuality in regard to professional life.
- Complete reports accurately.
- Maintain a manner of life which reflects an adherence to and support for the beliefs, teachings, values, and attitudes of the Catholic Church and stated Vision, Aims and Goals of Mater Dei College.
- Adhere to a standard of dress consistent with the stated requirements of the College.
- Carry out Homeroom duties in accordance with College Policy.
- Practices carried out within the Learning Area are in accordance with relevant occupational health and safety guidelines.



QUALIFICATIONS

- BA in English or English Literature or equivalent
- Graduate Diploma in Education (Secondary) or equivalent