



## English Teacher

### Mater Dei College Duty Statement

The English Teacher is an integral member of the College's English Department. The role is required to plan, prepare, and deliver effective learning and teaching programs to Years 7 through to 12 to develop students' theoretical and applied English skills. The English teacher is also responsible for helping create a stimulating and encouraging learning environment for students of varying abilities.

#### **Responsible to:**

The English Teacher is responsible and accountable to the Head of English who is line managed and reports to the Principal.

#### **Conditions of Service:**

The English Teacher is 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.

#### **Statement of Duties:**

The primary duties and responsibilities of the English teacher is inclusive of, but not limited to:

- Programming for classes within the English Learning Area and thoroughly planning for each lesson
- Preparing and presenting material in a manner that will engage, enhance as well as challenge, students of different learning abilities
- Assessing student performance formally in accordance with College policy
- Completing the formal process of reporting to parents in accordance with College policy
- Contacting parents at times other than the period of formal reporting, when a student's performance, achievement, attitude, behaviour or wellbeing is a cause for concern
- Ability to conduct practical's, investigations and experiments to minimise risk to ensure the safety of students
- Meeting deadlines set by Learning Area and College Executive
- Keeping up to date with developments within the Learning Area
- Effectively using the SEQTA Learning Management system
- Seeking and responding to feedback to support professional and personal growth
- Possessing excellent oral and written communication skills

Other requirements of the role include the ability to demonstrate pastoral care for 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 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 the 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 procedures by referring students to appropriate staff when necessary

Additionally, the English Teacher is required to:

- 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
- 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
- Maintaining a manner of life which reflects an adherence to and support for the beliefs, teachings, values and attitudes of the Catholic Church and states visions, 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 procedures

**Qualifications, Experience and Requirements:**

- Bachelor of Education or equivalent
- Relevant experience within education
- Current TRBWA registration
- Current Working with Children Check