

## POSITION DESCRIPTION

### Graduate Teacher – Replacement Classes

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<b>POSITION</b>	Graduate Teacher – Replacement Classes
<b>RESPONSIBLE TO</b>	Deputy Principal Learning and Teaching
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 (first year teacher)</li> </ul>
<b>PREPARED BY</b>	Principal Deputy Principal Learning and Teaching
<b>ISSUE: 01</b>	<b>DATE:</b> February 2025

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

With a culture committed to continuous improvement to enhance the learning opportunities for students, the graduate teacher will engage with learning opportunities to reflect on and grow their professional practice, ensuring best pedagogical delivery within the classroom.

The role of the Graduate Teacher – Replacement Classes will be to predominantly take on extras and cover classes in the absence of the regular teacher. They will be responsible for a house group and, by the end of their tenure, deliver specific projects/tasks – details will be separately provided.

#### 1. Teaching Standards

- a. Be familiar with and adhere to the Australian Professional Standards for Teachers as articulated by the Victorian Institute of Teaching (VIT), the Catholic Education Commission of Victoria (CECV) and Australian Institute for Teaching and Leadership (AITSL)
- b. Implement the College Learning Framework and Lesson Structure providing an integrated approach incorporating relationships, environment, behaviours and skills

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#### 2. Ethos

- a. Work with Leadership to promote the Catholic and Dominican ethos of the College
- b. Actively and publicly support the College's Mission Statement and assist in the implementation of the College's Vision Statement, Strategic Plan and School Improvement Plan
- c. Embed high expectations and encourage and support students in their endeavours to achieve their full potential in keeping with the Dominican Tradition
- d. Develop authentic relationships with students, staff and families and promote open dialogue
- e. Support and promote the Dominican mission and Catholic ethos of the College
- f. Support and participate in the liturgical and prayer life of the College
- g. Promote and use Restorative Practices in all dealings with students, colleagues, and families
- h. Work with the House Group Teachers and Heads of House to promote student wellbeing

#### 3. Classroom Practice

- a. Implement identified strategic learning and teaching priorities
- b. Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- c. Implement and adhere to all relevant College policies and charters articulated in the Staff Handbook
- d. Deliver the curriculum effectively and in accordance with relevant course documentation
- e. Engage with Professional Learning Opportunities as provided internally and available externally
- f. Actively integrate contemporary information and communication technologies offered by the College to enhance learning and teaching
- g. Utilise the resources made available at the College to enhance learning and teaching
- h. Work in collaboration with the Learning Diversity Department to support and implement the development of programs and initiatives for students
- i. Provide meaningful and timely feedback to students and parents/guardians via Siena Centra, where needed.
- j. Embed and reinforce College expectations regarding attendance regulations, preparedness for class, approach to learning and the submission of quality work
- k. Follow up student issues with relevant staff (House Group Teacher, Heads of House, Senior Pathways Coordinator etc.) as concerns arise

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- l. Attend and actively contribute to faculty meetings, as may be needed. Follow up on the minutes and with the Head of Learning in relation to matters covered may be needed.
- m. Work collaboratively with faculty members to reflect on current practice and review, develop and share resources to enhance learning and teaching.
- n. Attend Subject Team Meetings as required.

#### 4. Administration

- a. Record relevant information relating to student wellbeing and learning interactions via Siena Central Pastoral Notes
- b. In collaboration with the Heads of Learning be actively involved in course development, documentation, implementation, and review of curriculum
- c. In collaboration with the Heads of Learning and Subject Teams, ensure that Subject and Student resources are regularly updated on Siena Central
- d. In collaboration with the Heads of Learning be actively involved in the development of Learning and Teaching Proposals for the faculty
- e. Enter student reporting data in a timely manner as indicated in the Assessment and Reporting Manual
- f. In collaboration with the Heads of Learning and the Deputy Principal Learning and Teaching be actively involved in the development of faculty assessment and reporting materials including examinations
- g. Be involved in the preparation of examination papers and other assessment tools
- h. In consultation with the Heads of Learning contribute to the selection of subject resources
- i. Act as a Mentor or Minder for new staff
- j. Undertake other tasks as requested by the Principal and Deputy Principal Learning and Teaching

#### 5. General accountabilities for all Staff

- a. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
  - b. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
  - c. Maintain current registration with the Victorian Institute of Teaching (VIT)
  - d. Be familiar with and comply with all College policies and procedures
  - e. Provide students with a child safe environment
  - f. Demonstrate duty of care to students in relation to their wellbeing
  - g. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
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- h. Adhere to the College's professional dress code for staff
- i. Attend all relevant College events and meetings
- j. Demonstrate professional and collegial relationships with colleagues
- k. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- l. Attend College Assemblies, Liturgical Celebrations, School Events and Meetings as required

#### **6. Daily Duties of Teachers**

- a. Full time teaching staff are expected to be at school for daily duties as indicated in the Staff Handbook and as per the Term Meeting Schedule. This is to enable staff to be available for consultation, accessibility to colleagues and in the event of an emergency. Attendance for part-time staff is pro rata and as indicated on staff timetables
- b. Teachers are expected to be prompt in reporting to all classes, including supervision periods, assemblies, and other school activities