



**St Ursula's College**  
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

## ROLE DESCRIPTION

### Position Title: Teacher

<b>Classification</b>	Teacher Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019 (Classification based on experience)
<b>Section</b>	Teaching
<b>Reports To</b>	Reports to the College Principal through Deputy Principal and relevant Heads of Faculty.
<b>Direct Reports</b>	Nil direct reports
<b>Last Reviewed</b>	February 2019

### Overall Role Purpose

The teacher at St Ursula's College is committed to excellence in all aspects of teaching and learning. The teacher is focussed on nurturing the gifts and talents of each student and is personally and professionally committed to learning which is life-long and life-giving, as outlined in St Ursula's College Toowoomba Teaching and Learning Framework.

In fulfilling this most significant role it is expected that, at all times, the teacher will assume attitudes and behaviour of absolute integrity and professionalism.

St Ursula's College Toowoomba is a Catholic School; hence the values and principles which underpin all aspects of life in the school are those intrinsic to the Catholic faith and tradition.

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### Other Information

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos; and
- Maintain a degree of flexibility in working hours from time to time as required for the position;
- Accept that the College reserves the right to modify the position to meet its operating needs;
- Assist and relieve in other positions from time to time;
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative.



## Key Responsibilities

### Engagement as a professional:

- positive, enthusiastic and student-centred approach to teaching
- commitment to the particular curriculum approaches at St Ursula's College and a willingness to participate in curriculum development
- maintenance and development of expertise in particular subject/s and related cross-curricular areas
- readiness to update, to try new approaches, to respond to curriculum, technological and other developments which are consistent with the particular culture of St Ursula's College
- active contribution to curriculum-related forums, committees and groups as appropriate
- commitment to continuous improvement of teaching practice through regular self-reflection and evaluation of teaching practice and by participation in an annual teaching appraisal
- willingness to learn, to extend teaching repertoire, to develop versatility to teach across curriculum areas
- active membership of subject department/s including close collaboration with the Heads of Faculty
- maintenance of accreditation to teach subjects where there are special requirements, for example, religious education and vocational subjects.
- willingness to share ideas and examples of best teaching practice with colleagues as a recognition of the contribution that each teacher is called to make in building a strong, vibrant and professional learning community amongst the staff.

### Engagement in the classroom:

- development and maintenance of a positive and participative classroom environment in which each student feels valued and challenged to learn, to value learning and to love learning
- provision of learning experiences which cater for different styles and rates of learning
- recognition of those students with special needs by the implementation of effective strategies to cater for a diverse range of needs
- thorough implementation of all program and syllabus requirements
- contribution to updating of teaching resources and the development of programs best suited to student need
- close collaboration with other staff in order to best provide for student needs including liaison with the learning assistance teacher and with the other members of the Curriculum and Pastoral Care teams
- implementation of appropriate student assessment procedures which are consistent with school policy and which provide timely and meaningful feedback to students



- implementation of behaviour management practices which are consistent with school culture and policy
- provision of regular and quality communication with families and carers of students which includes comprehensive formal reporting and attention to parent-teacher interviews
- provision of appropriate duty of care
- maintenance of thorough records of student attendance
- nurture of habits of mind which enable the person to reflect on and imagine the world as a better place ... so to engender hope and motivation for action consistent with the St Ursula's College Culture Statement.

## PASTORAL CARE

**Each teacher, as a professional, is responsible for the Pastoral Care of each of the girls in their care. Therefore, she/he:**

- recognises, values and protects the uniqueness, potential and dignity of each student
- exercises a duty of care towards all students
- is sensitive to each student's religious, social and cultural background and affirms the richness of this diversity
- fosters the development of students' self-esteem and their ability to interact harmoniously and productively with others
- leads students towards increased responsibility for personal decision-making and action
- is committed to justice and equity for all students and follows practices which lead to more equitable educational opportunities and outcomes
- supports the development and implementation of behaviour management strategies consistent with school policies
- creates relationships with students which are based on respect, trust, honesty and integrity.

**Each teacher, as a Pastoral Care teacher, has a particular responsibility for the girls who are members of their Pastoral Care group by:**

- developing positive relationships with the girls by knowing well and caring for the girls in their group
- working with the girls in their care to help them become responsible young women who are able to achieve and maintain quality relationships
- fostering an atmosphere which encourages discussion and ensures inclusion and involvement
- nurturing and acknowledging the spiritual, academic, cultural, sporting, social and service contributions made by the girls
- spending time in prayer with the students each day
- attending to the administrative requirements of a Pastoral Care teacher



- ensuring there is appropriate contact with parents/carers as applicable
- reporting to parents via the Pastoral Care report and at Parent/Teacher interviews
- following the direction of the Pastoral Care Team in relation to Pastoral Care activities and the monitoring of uniform and behaviour
- liaison with other staff and the Pastoral Care Team about issues concerning girls in their care
- engaging with the girls in their faith development
- fostering a sense of group identity.

### **CO-CURRICULAR INVOLVEMENT:**

St Ursula's College Toowoomba offers opportunities for students to enrich their experience and to know success and achievement beyond the classroom. Involvement in a range of activities across the sporting, cultural and service spheres of life contribute to the development of healthy self-esteem in young women. In recognition of the holistic nature of education at the College, each teacher will demonstrate:

- firm commitment to the liturgical life of the College
- willingness to promote, initiate or be involved in a range of cultural, sporting and service activities and events
- willingness to be involved in year level camps, Alternate Learning Days, and tutorial sessions and other such activities where appropriate.

### **Other areas of Responsibility**

A teaching position at St Ursula's College Toowoomba is multi-faceted and requires a commitment to elements which do not fall into the previously mentioned categories but are nevertheless important components of the position.

#### **A teacher is therefore responsible for:**

- active supervision of students
- availability for consultation with parents regarding the progress, welfare and development of students at parent/teacher interviews and other appropriate times and readiness to initiate this as necessary
- liaison with other staff regarding administration, finances, maintenance, grounds, catering, boarding and other aspects of the school's operations
- active participation in staff meetings
- participation in whole school activities such as Open Day, sports days, cultural activities, etc.
- familiarisation with and implementation of Workplace Health and Safety procedures
- positive promotion of the College and students



- positive commitment to the support and the development of the College Community.

## Organisational Responsibilities

### General

- In addition to the responsibilities outlined above, the College Teacher will respond to other relevant needs as may be required from time to time at the discretion of the Principal or of the Assistant Principals.
- Participate positively with performance appraisal annually, identifying goals for professional self-development and seek continuing education opportunities to obtain these goals.
- Promoting the College positively on all occasions.

### Workplace Health & Safety

- All team members have an obligation to comply with all the organisation's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.

### Equal Opportunity

- All team members are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

### Staff Development

- All team members are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

Within the context of the key responsibilities described above, it is expected that you will meet the following criteria:

## Qualifications, Skills, Knowledge & Experience

### Essential Criteria

- Must hold relevant qualifications and current registration with the Queensland Board of Teacher Registration.
- Must hold, or are eligible for Accreditation to Teach in a Catholic School and maintain this by engagement in the appropriate Professional Development as required.
- High level of verbal communication skills.
- Ability to build and sustain positive relationships, providing prompt and professional service to College community.
- Displays personal drive and integrity.
- Displays ability to organise own work, work independently and as a team member.
- Maintain confidentiality and reliability in meeting commitments.