



POSITION DESCRIPTION

Title: Xavier College Teacher
Department: Teaching and Learning
Location: Senior Campus

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan XC150.

Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Position

A Xavier College teacher will make a significant contribution to an aspirational and rigorous culture of learning and educational excellence, leading the development, implementation and review of people, programs and resources matched to the learning needs of students. The position is accountable for leading a team of passionate educators, is expected to model and foster contemporary approaches to pedagogy and assessment, underpinned by the Ignatian Pedagogical Paradigm.

At Xavier College, teachers operate in a multi-faceted role where duties include:

- best practice in contemporary teaching pedagogies
- pastoral care
- Curriculum development
- professional learning and professional formation
- Cocurricular involvement
- general and administrative duties
- Duty of Care responsibilities

Responsibilities

A Xavier College teacher is expected to:

- be responsible for the care and protection of children in accordance with Ministerial Order 870
- to support and reflect the Ignatian ethos of the College
- be responsible for the wellbeing, teaching and learning programs of all students in their care
- be responsible for the conduct of students

- be responsible for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual
- develop and maintain collegial and professional relationships with fellow staff members
- adhere to all College policies as published on the Community Portal.

Best Practice In Teaching

A Xavier College teacher is expected to:

- reflect Ignatian Pedagogies in their teaching style
- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs and where appropriate, liaise with support staff in the implementation of the curriculum, e.g. Learning Enhancement Centre staff, Resource Centre staff
- explore and utilise contemporary teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation
- understand State and National course requirements
- keep accurate records of student attendance
- embrace the use of ICT to enhance learning
- engage in Parent Teacher Interviews and communicate regularly with parents either electronically or verbally
- write formal academic reports that conform to the College's Reporting Writing Policy
- monitor the progress of each student and provide regular feedback to each student on their progress, both verbally and online using the College Learning Management System.

Pastoral Care

A Xavier College teacher is expected to:

- be active participants in the College's pastoral care system
- exercise pastoral care in a manner that reflects Ignatian values
- attend House meetings as scheduled
- attend all College and Campus assemblies
- attend Centre for Faith and Service and College liturgical celebrations
- attend school organised activities relevant to House or Year level, as required.

Curriculum Development

A Xavier College teacher is expected to:

- plan, develop, review and evaluate curriculum in subject areas and at year levels which they teach
- work collaboratively with the design and implementation of new curriculum materials and approaches
- investigate and become knowledgeable of new curriculum strategies and concepts
- be compliant in the administering of appropriate State curriculum documentation, including current Victorian Curriculum capabilities and VCE Study Designs
- attend and contribute to subject meetings as scheduled.

Professional Development

A Xavier College teacher is expected to:

- have current knowledge of pedagogy/curriculum trends in their teaching areas
- commit to ongoing relevant professional learning in their teaching areas
- be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- integrate ICT and appropriate technology into curriculum, teaching and learning

- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Learning Area or equivalent.

Co-Curricular Involvement

A Xavier College teacher is required to:

- initially fulfil co-curricular requirements in sports management or coaching in accordance with College guidelines
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- where appropriate, nominate participating students for awards or school colours
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment, materials and first aid requirements.

General and Administrative Expectations

A Xavier College teacher is expected to:

- attend all scheduled staff meetings, Parent Teacher Interviews, student assemblies, staff conference days and ad hoc meetings/seminars/workshops as advised
- use ICT in accordance with College expectations in regard to student/pastoral feedback, academic progress and all related matters
- maintain accurate records of student attendance
- adhere to College expectations regarding personal presentation and professional dress
- participate in Centre for Faith and Service retreat/spiritual programs and/or Outdoor Education programs, as required
- undertake yard supervision as rostered
- attend whole Campus events, Masses and House carnivals.

Compliance

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- Australian Childhood Foundation “Safeguarding Children” online module
- Mandatory Reporting and Other Obligations-Protecting Children (annual update)
- Province Code of Conduct and acceptance of the Code
- Disability Standards for Education (DSE) online modules
- First Aid Accreditation including CPR, Anaphylaxis, Asthma Management

Terms And Conditions

Reporting Line: Head of Learning Area (Senior Campus)
 Head of Teaching and Learning (Senior Campus)
 All staff are responsible to the Director of Senior Campus and the Principal.

Tenure: As per employment contract

Location: Xavier College
 135 Barkers Road, Kew.

Terms and conditions as per the Xavier College Enterprise Agreement 2016.