



## POSITION DESCRIPTION

<b>Title</b>	<b>Economics and Business Management Teacher</b>
<b>Department</b>	Humanities
<b>Reporting</b>	Reports to the Head of Learning Area - Humanities
<b>Location</b>	Senior Campus, Kew

**Our Intent** Xavier College aspires 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 Position** Xavier College is looking to appoint a passionate and proficient Economics and Business Management Teacher to teach Years 9-12.

The Teacher reports to the Head of Learning Area and holds a key responsibility for ensuring best practice in contemporary teaching pedagogies, pastoral care and curriculum development.

A Teacher at Xavier has excellent motivational skills evident in their teaching style, and is committed to inspiring appreciation and developing skills in students.

The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

A Teacher at Xavier provides an important intersection between all aspects of learning and the holistic educational programs of the College with an attentiveness to pastoral care and wellbeing. The role supports positive interactions between colleagues, giving particular attention to the Heads of Learning Areas and the Head of Faith and Service.

The Teacher will work constructively with other teaching staff to ensure an aspirational, positive and relational culture is maintained across the Senior Campus. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

## Core Duties and Responsibilities

### Academic Duties

- be demonstrably committed to the delivery of exceptional learning experiences for their students
- fulfil their teaching craft (or be actively working towards delivery) in a manner aligned with the 'Highly Accomplished' AITSL teaching standard
- embrace the designated curriculum programs and teaching and learning methods adopted by the College
- engage with fellow educators across year levels and classes in a collegial and supportive manner to collaborate in the delivery of exceptional outcomes for their students
- cultivate effective learning habits and approaches in students, working with others (including parents) to achieve positive outcomes

### Pastoral Duties

- communicate with parents, as achievements or concerns arise, regarding their child's wellbeing
- monitor the academic progress of students in their class and inform parents where students have difficulties coping with the academic demands
- communicate appropriate information to teachers involved with their students and work collegially with colleagues to achieve exceptional outcomes for students
- provide guidance about the students' studies, especially in developing good habits and approaches to learning and social-emotional engagement
- provide pastoral care to the students in the class, helping them with their character development and formation
- participate in retreats/spiritual programs for students

### General Duties

- ensure that students in their care maintain the day-to-day standards of conduct as developed in the designated expectations of the College and in accord with the Xavier Student Code
- uphold the personal and professional codes and policies that serve as guidelines and expectations for all staff at the College (such as the Code of Conduct)
- take responsibility for the records of the students in their class, particularly class rolls attendance, internal reports, maintenance of the individual students' files on the LMS and other administrative tasks
- attend meetings to discuss pastoral and learning issues as directed by the Director of Campus
- contribute to collaborative curriculum design
- integrate information & communication technology across the curriculum

### Professional Development

At Xavier College, teachers are expected to:

- have current knowledge of and demonstrate the practice of relevant pedagogy/curriculum trends in their teaching areas
- commit to ongoing relevant professional learning and growth
- be open, engaged and responsive to regular professional growth conversations and connected actions with College leaders (and those designated for this purpose)
- be an active and effective contributor to the development of College teaching and learning (professional) resources
- 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 staff appraisal and development processes where and when relevant
- be an active member of a relevant professional associations as duties and time permit
- participate in Ignatian Formation programs

### Co-Curricular Involvement

At Xavier College, teachers are required to:

- fulfil co-curricular responsibilities in coaching and management roles as designated by and in accordance with College guidelines and expectations
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- where appropriate, communicate significant aspects of student engagement and achievement with others as relevant (such as fellow teachers, leaders or parents), including nominating students for awards
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment and materials
- ensure the provision of first aid is overseen and administered to the highest standards
- ensure that Child Safety Standards are overseen and upheld to the highest level

### General & Administrative Expectations

At Xavier College, teachers are 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 Outdoor Education programs as required
- undertake yard supervision as rostered
- attend whole Campus events, Masses and House carnivals.

## Selection Criteria

- Appropriate qualifications to teach Economics and Business Management to high school students
- An excellent understanding of the Australian and Victorian curricula relating to Economics and Business Management
- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative and operational skills
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to, and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner

## Compliance Requirements

- Victorian Institute of Teaching (VIT) as appropriate
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Other Duties

The nature of the position is such that the Teacher will be required to be available outside normal school hours and be available to attend College events as might be relevant.

## Terms and Conditions

<b>Reporting Line:</b>	Head of Learning Area Director of Learning and Growth Director of Senior Campus All staff are responsible to the Principal and the Rector
<b>Tenure:</b>	Full-time
<b>Location:</b>	Senior Campus, Kew

*All other terms and conditions as per the Xavier College Enterprise Agreement 2016.*