

## Teacher

### ROLE DESCRIPTION

#### Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

#### College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

#### From the Sacred Heart College Strategic Plan (2023-2026)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

#### Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

## Teacher Responsibilities

Teachers at Sacred Heart College, Kyneton are professional educators whose work is guided by the values of the Christian tradition and the Sisters of Mercy. They will support each student to grow holistically into young adults – academically, socially, spiritually, physically and psychologically.

Teachers at Sacred Heart College, Kyneton are highly competent, passionate and engaged in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher.

<b>KEY RESPONSIBILITIES</b>	
<b>Faith Community</b>	<ul style="list-style-type: none"> <li>● Accept the Catholic ethos and education philosophy of the school.</li> <li>● Maintain and clearly articulate a Catholic faith point of view.</li> <li>● Promote knowledge of the rich traditions of the Catholic Church.</li> <li>● Initiate, develop and implement strategies to promote the Catholic identity of the school.</li> <li>● Foster interpersonal relationships that reflect the Christian values of love, respect, justice, hope and service.</li> </ul>
<b>Learning &amp; Teaching</b>	<p>All Sacred Heart College teaching staff are expected to contribute to the planning, development, implementation and evaluation of the College curriculum, including differentiated curriculum that caters for individual learning needs.</p> <p>Additionally, a Sacred Heart College teacher will</p> <ul style="list-style-type: none"> <li>● Promote and model quality teaching and learning.</li> <li>● Actively engage and participate in curriculum initiatives.</li> <li>● Actively support the Learning Leaders in producing high quality curriculum, reporting and assessment documentation and meeting set deadlines.</li> <li>● Attend and positively contribute to Learning Area meetings and engage in learning reflection discussions.</li> <li>● Use school data to improve student outcomes through enhanced teacher pedagogy and student engagement.</li> <li>● Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress.</li> <li>● Understand and adhere to state and national course requirements including the standards of professional practice.</li> </ul>
<b>Pastoral Care &amp; Child Safety</b>	<ul style="list-style-type: none"> <li>● Understand and comply with legislated Child Safety requirements.</li> <li>● Foster Restorative Practices and interpersonal relationships that reflect our Mercy values.</li> <li>● Comply with the policies and directions contained in the Sacred Heart College Handbook.</li> <li>● Observe the College’s Code of Behaviour at all times in order to be a positive role model to colleagues and students.</li> <li>● Proactively monitor and support student wellbeing</li> </ul>
<b>Co-curricular activities</b>	<ul style="list-style-type: none"> <li>● Engage in the camps and extra-curricular program of the College.</li> <li>● Proactively encourage students to participate in co-curricular activities</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Be aware of and fully apply all the College Occupational Health &amp; Safety Policies and Procedures in the workplace on a daily basis.</li> </ul>

<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>● Maintain a current qualification that meets the requirements of HLTAID011 – Provide First Aid.</li> <li>● Maintain a current qualification that meets the requirements of HLTAID009 – Provide cardiopulmonary resuscitation.</li> <li>● Maintain currency of mandatory reporting certification, anaphylaxis training and other certifications as required.</li> <li>● Must hold a current VIT registration</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Understanding of and commitment to the mission, values and Catholic identity of Sacred Heart College</li> <li>● Demonstrated understanding of the College commitment to a child safe environment and practices</li> <li>● A commitment to innovation and a culture of ongoing improvement</li> <li>● Demonstrated understanding of curriculum content and contemporary applications</li> <li>● A commitment to exemplary pedagogical practice and self-reflection</li> <li>● Demonstrated understanding of the importance of data to inform effective learning and teaching</li> <li>● Commitment to collaborative and collegial work practices</li> <li>● Willingness to lead in the classroom and with colleagues</li> <li>● Outstanding written and oral communication skills</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Experience working with children.</li> <li>● A demonstrated understanding of child safety.</li> <li>● A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>● Be a suitable person to engage in child-connected work.</li> </ul>

<b>EMPLOYMENT CONDITIONS</b>	
<b>Appointment</b>	This position is appointed by Sacred Heart College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
<b>Reports to</b>	Deputy Principal Learning and Teaching
<b>Team Memberships</b>	Learning Area Year Level
<b>Conditions</b>	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022.
<b>Review and Appraisal</b>	As an employee of Mercy Education Limited this appointment will comply with the contract of employment.
<b>Professional Development</b>	Undertake professional development in line with the College Professional Learning policy.
<b>Last Reviewed</b>	November 2025

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.

- Meet regularly with the Director of Learning Support for the purpose of department planning and approvals
- Provide materials for marketing and publications as required
- Assist with the preparation and maintenance of LS rosters and timetables.
- Maintain agendas and minutes for LS meetings.
- Represent the Director of Learning Support as directed in facilitation and attendance of College or LS meetings, Program Support Group, and liaising with external parties.
- Prepare documentation and assist in facilitating LS 'End of Year and Beginning of Year' programs
- Attend to various purchasing requirements
- Draft, edit and review Learning Support policies and protocols as directed by the Director of Learning Support
- Prepare and administer documentation for the following programs:
  - the Program Support Group (PSG)
  - the Individual Learning Plan (ILP) program each semester
  - Examination LS program documentation each semester
- Provide NCCD assistance to the Director of Learning Support in terms of managing the IT platform, recording of information, managing files and coordinating documentation.
- Participate in the NCCD moderation and audit with active involvement in the College NCCD Working Group
- Monitor and maintain accurate LS notes in SIMON Profiles

#### **Learning HQ**

- Supervise regularly across the timetable cycle and communicate closely with other Supervisors to ensure smooth operations
- Prepare and maintain a supervision roster and attend to staffing concerns
- Support student learning under teacher instruction; individually or in groups
- Support student wellbeing, liaising closely with Senior Staff and relevant colleagues
- Develop and administer effective documentation, processes and procedures for effective operation
- Maintain accurate student attendance records for NCCD data collation purposes
- Develop, administer, manage and supervise College initiatives such as LHQ Breaktimes Crew and Open Evening presentation
- Attend to classroom set-up, pack-down, cleaning and displays
- Attend to various purchasing requirements e.g. sensory, creative etc

#### **Mentoring**

- Prepare and conduct a comprehensive mentoring program for new Learning Support staff in terms of operational and procedural practices
- Provide coaching and training to less experienced Learning Support staff in terms of operational and procedural practices
- Coordinate and conduct technical assistance, basic training and instruction to new teachers and relevant staff related to the professional field (eg: ILPs, NCCD, SIMON, LS Overview Sessions)
- As required organise and prepare Professional Learning opportunities for LS team e.g. Careers

### **Qualifications and Experience**

- Extensive experience in a Learning Support role including knowledge of the NCCD moderation and reporting process.
- Maintain a current qualification that meets the requirements of HLTAID011 – Provide First Aid.
- Maintain a current qualification that meets the requirements of HLTAID009 – Provide cardiopulmonary resuscitation.
- Must hold or be willing to acquire a Working with Children Check (employee status) and must be willing to undergo a National Police Record Check prior to commencement and renew as required.

### **Child Safety & OHS**

- Be familiar with and comply with the Sacred Heart College Child Safe Policy, Mercy Education Code of Conduct and any other policies and procedures relating to the safety of children and young people
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.

### **Employment Conditions**

#### **Appointment**

This position is appointed by Sacred Heart College, and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.

#### **Responsible to**

Deputy Principal – Learning & Teaching & Deputy Principal – Wellbeing

#### **Reports to**

Director of Learning Support

#### **Conditions**

Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022, as an Education Support Employee Category B Level 4 Year dependent on experience.

#### **Review and Appraisal**

As an employee of Mercy Education Limited this appointment will comply with the contract of employment.

#### **Professional Development**

Undertake professional development in line with the College Professional Learning policy.

#### **Duty Statement Reviewed - August 2025**