Merici College is an all girls’ 7-12 Catholic college committed to excellence in the education of girls, striving to assist all students to develop their potential academically, spiritually, culturally, physically and socially through innovative programs.

The College focuses on all aspects of learning through its Principles of Powerful Learning. We aim at empowering students to become responsible for their own learning, working in partnership with teachers to maximise the results of the efforts they make as learners. Powerful Learning incorporates concepts such as Blooms Taxonomy, metacognition, the explicit teaching of skills, catering for individual learning styles and abilities through differentiating the curriculum, a whole school approach to literacy and numeracy and meaningful assessment.

Merici College has been at the forefront of the use of technology to enhance learning, running an optional laptop program since 1994. It is committed to the integration of technology across the curriculum for all students and has state of the art facilities.

TEACHER MERICI COLLEGE

ROLE DESCRIPTION

Teaching Staff will be responsible to the Principal through Middle Managers.

Responsibilities of Teachers

1. Catholic Ethos
Each member of the teaching staff has a responsibility to:
   • actively live and promote the College Mission
   • promote and maintain Gospel values and the Catholic tradition among all sectors of the College
   • ensure that all undertakings are student focused
   • ensure that each student is treated as a ‘whole’ person who has individual needs and get to know each of the students in their care and foster positive relationships

2. Teaching and Learning and Assessment
Each member of the teaching staff has a responsibility to:
   • provide an optimal learning environment for students to achieve excellence
   • cater for a range of individual needs and learning styles
   • as part of a team design, document and deliver courses that engage students in learning and incorporate the Powerful Learning Principles
   • incorporate new developments in teaching and learning, including brain-based learning
   • use ICT in the classroom to enhance learning
   • develop a Moodle page for each class as an aid to student learning and communication
   • provide regular ongoing feedback on student coursework via the timely return of marked work along with constructive feedback that allows the student to reflect on what they have achieved and know how they can improve
   • monitor and regularly record student results via electronic spreadsheets and report on student progress in learning
   • submit to the Studies Coordinator in a timely manner, drafts of proposed assessment tasks, an assessment program via a Unit Outline at the commencement of the unit, a work register and a student and teacher evaluation of the unit after the completion of the unit
   • develop an individual professional development plan and participate in appropriate professional development activities.
3. **Building Community**
Each member of the teaching staff has a responsibility to:
- work closely with Pastoral Care teachers, House Coordinators and Studies Coordinators regarding student matters
- provide prompt and timely follow up with parents, students and other staff on issues that emerge for each student
- ensure that parents are given consistent and appropriate opportunities to participate as real partners in the education of their children
- reply to parental contact in a timely manner
- work collaboratively with colleagues in curriculum areas

4. **Administration and compliance**
Each member of the teaching staff has a responsibility to:
- be punctual to class, Pastoral Care, duties and meetings
- monitor and record student attendance
- ensure the completion of course work
- know and understand their responsibilities with regards to Child Protection: Code of Professional Standards For Merici College Staff
- know and understand their responsibilities as mandated reporters
- perform the duties, either teaching or non-teaching, that are assigned by the Principal
- take responsibility for maintaining a safe and secure environment

**SELECTION CRITERIA**

**CLASSROOM TEACHING POSITIONS**

The classroom teacher will have:
- a strong commitment to the College’s Catholic ethos and a willingness to foster it in the College community
- tertiary educational qualifications in the subject area and the ability and willingness to teach in more than one subject area (the ability to teach Religious Education would be an advantage)
- the demonstrated ability to be an innovative classroom teacher, who is committed to the school’s philosophy of *Powerful Learning*, employing a wide range of student centred, brain-based learning strategies and who is willing to explore new models of teaching, including team teaching, to improve outcomes for all students
- excellent relational skills and the ability to work collaboratively as part of a team
- a commitment to nurturing the whole person and developing respectful relationships with individuals
- the demonstrated ability to enhance learning through the use of technology in both laptop and non-laptop classes and a proactive approach to ongoing developments in technology
- a demonstrated ability to manage students in a variety of contexts and to work within the College’s Behaviour Management Policy
- a commitment to lifelong learning through goal setting and professional development
- a commitment to be forward-thinking to promote excellent outcomes in an all-girls environment.