

## **Selection Criteria**

- Commitment to Catholic education and a clear understanding of the ethos of Catholic Schools
- Experience and/or qualifications in teaching English
- Demonstrated ability to create a culture of excellence and high expectation through the development of a positive supportive student environment
- Understanding of and ability to differentiate teaching, learning and assessment to meet the diverse needs of students and engage students in meaning learning
- Ability to integrate technology effectively to maximise student outcomes and engagement
- Ability to work and teach as part of a professional learning team
- Strong interpersonal skills and a genuine desire to build positive relationships and promote positive education

## **Role description**

### **A TEACHER IN A CATHOLIC SCHOOL**

#### **Philosophy of Catholic Education**

The philosophy of Catholic Education, expressed in a growing number of documents and policy statements over the last decade, guides the Catholic School in its functioning. While it is accountable to the community at large for the provision of quality education to young citizens, the Catholic School is also accountable to the Catholic Church community for providing such education within the context of Gospel values as taught by Catholic tradition.

For these reasons the teacher in a Catholic School is more than an employee, he/she ministers in the name of the Church. Teachers should:

- By their teaching and personal example, strive to inculcate in students an appreciation and acceptance of Catholic teaching and values
- Avoid, whether by word, action or lifestyle, any influence upon students that is contrary to the values of the Catholic community in whose name they act
- Accept and espouse the Catholic philosophy of the school
- Develop and maintain an adequate understanding of the aspects of Catholic teaching relevant to their subject areas
- Remain suitable, competent, trained teachers, committed to the goals of Catholic Education
- Be committed to regular on-going professional development.

The teacher in the Catholic School exercises leadership in relation to the children in his or her care and contributes to the integration of faith and culture in the life of the school.

The teacher is responsible to the Principal in all matters of school organisation and administration. All teachers appointed to the school, constitute collectively a professional team under the leadership of the Principal. Personally and as a body, they enjoy rights and privileges and undertake responsibilities within the framework of the policies of the School and the Diocese.

All staff are expected to attend scheduled staff meetings and to adhere to the following guidelines:

- Prior to the meeting
  - Agenda sent out to staff 7 days prior to the meeting to be aware of
  - Presenters to set up before the meeting and check relevant documentation, technology, etc are ready to go
- Norms during the meeting
  - We will begin and end our meetings on time and stay fully engaged throughout each meeting (and not be distracted by phones, emails, marking, lesson preparation, etc.)
  - We will maintain a positive tone at our meetings and sit in the area provided for the staff meeting

- We will listen respectfully (without engaging in private conversations) and consider matters from differing perspective
- After the meeting
  - Minutes sent out to staff within 48 hours to be read
  - Relevant issues followed up from the meeting

## **Professional Expectations for Teachers**

### **Preamble**

The following set of professional expectations of teachers at James Sheahan Catholic High School are hoped to articulate those expectations that we as educators in an Australian Catholic School have of each other and ourselves. They are a reflection of consultation with the teaching staff of our school, best practice, current pedagogical research, and community and system expectations. They are designed to clarify and confirm within a collegial context what we consider a teaching professional in a contemporary Catholic school would look like and act like. It is hoped they will nurture and enhance interactions between teaching staff, and between teaching staff, students and parents. We hope they will promote respect for our teachers in the wider community and recognition of their commitment to students in an evolving faith and educational context. We hope they reflect and reinforce our values of courage, compassion, hope and belonging.

### **1. Qualities of a Teaching Professional in a Catholic School**

*As teachers in Catholic Schools and supporting the evangelising mission of the Catholic Church we are called to promote and nurture interactions, practices and classroom experiences which are inclusive of all students, build on an expectation that all students will learn, and develop a growing awareness of God and commitment to Gospel Values through Catholic teachings.*

We will endeavour to:

- Respect students as individuals and demonstrate integrity, compassion and justice
- Provide a caring, Christ-centred environment which promotes the spiritual, physical, emotional, social and intellectual well-being of all students
- Demonstrate empathy for others and encourage the growth of empathy in students
- Follow core Gospel values, including justice, forgiveness, compassion, hospitality, and truth, in our dealings with other staff, students and parents
- Be punctual to class and any allocated supervision, and actively fulfil all duty of care and professional responsibilities
- Adhere to all administrative guidelines and deadlines, including those for marking, reporting, and the recording of student progress, behaviour and attendance
- Attend meetings, school events and functions as expected within our professional duties and contribute in a constructive, collaborative and positive manner.

### **2. Professional Relationships and Respect for Colleagues**

*Through our language and behaviour, as a staff we aim to create a climate of strong, supportive professional relationships and high standards through the way that we interact at school and in the community on a daily basis.*

We will endeavour to:

- Interact respectfully, courteously and responsively with all members of the school community, recognising the dignity of every person
- Work constructively with others in a supportive culture of trust and open communication, mutually supporting one another to improve curriculum delivery and classroom practice
- Foster positive collaborative relationships with other staff members through effective, professional and considerate communication
- Contribute positively; expressing intentions, ideas and perspectives clearly and listening respectfully to those expressed by others
- Participate in all settings in a manner that fosters an environment in which positive staff morale and staff well-being are developed
- Support the professional reputation of colleagues, respect confidentiality, and raise matters of genuine concern with the appropriate authority, in a sensitive manner
- Act with integrity, honesty and impartiality; demonstrating no prejudice or favour in all dealings with members of the school community
- Take responsibility for our professional practice, transparency in our actions and accountability for our decisions.

### **3. Professional Dress and Conduct**

*Appropriate work-place dress and conduct enables staff to maintain respect, establish credibility and uphold the good reputation our school has in the community. Teaching staff are encouraged to ensure their personal appearance and presentation are clean, tidy and appropriate for their work role, taking into account the particular circumstances of their work place.*

We will endeavour to:

- Engender respect through dress and appearance, reflecting the same standards we set for our students
- Not wear revealing clothes such as those exposing bare midriffs, strapless/singlet tops or dresses, or clothes that may be construed as suggestive and/or offensive
- Wear professional attire, including a collared shirt for males and avoiding clothing such as t-shirts, hoodies, tracksuits\*, ripped/faded denim and thongs, or clothing with inappropriate or offensive material
- Be well groomed at all times
- Where applicable, ensure tattoos are covered and that piercings are conservative, reflecting the standards set in Catholic schools
- Dress in professional attire, regardless of specific teaching context, for formal events such as School Masses, Anzac Day March, Parent-Teacher interviews, Presentation Assemblies and Information Evenings which require us to interact with the community as representatives of James Sheahan Catholic High School
- Comply with the relevant workplace health and safety regulations as they apply to protective apparel e.g. appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors.

\*Note: Staff involved in physical or practical courses, sport, excursions and special events would wear clothing appropriate for these occasions.

#### **4. Interactions with students**

*As role models to young people, we have a responsibility to witness respectful communication and professional interactions with students. We strive at all times to act in a way that contributes positively to the experiences of students at James Sheahan.*

We will endeavour to:

- Interact with students in ways that reflect the Catholic values of the school
- Interact with students in ways that recognise and uphold their inherent dignity
- Ensure interactions with students are never demeaning, sarcastic or aggressive in tone and/or body language
- Exercise discretion and professional respect, by not participating in divisive conversations with students about other staff members, students, community members or school decisions
- Interact professionally with other staff members when students are present
- Support school decisions made in relation to students, ensuring we never undermine or critically discuss these decisions in front of students
- Maintain a professional distance with students, including not engaging in personal interactions with students on social media.

#### **5. Presence in the Community**

*All staff are a representative of James Sheahan Catholic High School, and role models to present and past students. All interactions within the wider community should support the values and Catholic identity of the school.*

We will endeavour to:

- Support the ethos and values of the school and the Catholic Church, in a respectful and supportive manner in the community, treating all people with respect and dignity
- Be aware of behaviour in public situations where parent, community members and/or students may be present and judgmental
- Deal with students and parents in the broader community in a manner that maintains an appropriate level of interaction, support and professionalism
- Avoid engaging in informal, critical or sensitive discussions about students, teachers or school decisions outside of the school and school hours
- Act with integrity by not encouraging or promoting rumours or hurtful information that affects the dignity and image of other staff members
- Not communicate in a negative or malicious way publicly about the performance, job related practices or classroom management issues of other staff members
- Not act in an abusive or threatening manner towards other staff members
- Support the professional reputation of colleagues and respect confidentiality.