



Mary MacKillop College Kensington

Name	
Position Title	Replacement Teacher
Subjects	Years 8 to 11 English
Tenure	28 April 2025 – 20 June 2025
Full Time/ Part Time	1.0 FTE

College Mission

To educate girls to be compassionate, knowledgeable and confident to take their place in the world. To empower girls to make a difference and to be of service to others.

Vision Statement

To be distinguished by excellence in education, faith and leadership formation.

Role of a Teacher

The Australian Professional Standards for Teachers reflect and build on national and international evidence that a teacher's effectiveness has a powerful influence on students. These standards define the work of teachers and make explicit the elements of high-quality, effective teaching in 21st century schools.

The Australian Professional Standards for Teachers comprise seven standards which outline what teachers should know and be able to do. These standards are grouped into three domains of teaching – Professional Knowledge, Professional Practice and Professional Engagement.

Domains of Teaching

Professional Knowledge

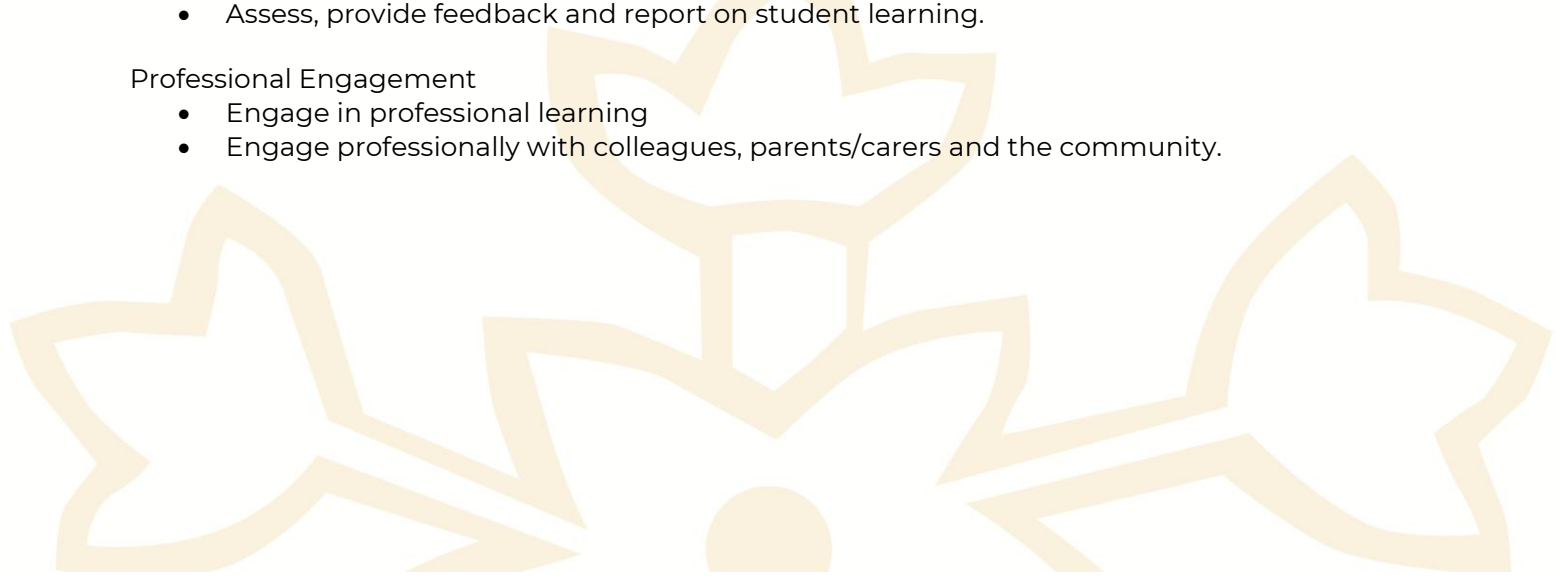
- Know students and how they learn
- Know the content and how to teach it.

Professional Practice

- Plan for and implement effective teaching and learning
- Create and maintain supportive and safe learning environments
- Assess, provide feedback and report on student learning.

Professional Engagement

- Engage in professional learning
- Engage professionally with colleagues, parents/carers and the community.





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Duty Statement

Teachers at Mary MacKillop College should integrate and apply professional knowledge, practice and engagement as outlined below.

Professional Knowledge

- Teachers draw on a body of professional knowledge and research to respond to the needs of their students within their educational contexts
- Teachers know their students well, including their diverse linguistic, cultural and religious backgrounds
- They know how the experiences that students bring to their classroom affect their continued learning
- They know how to structure their lessons to meet the physical, social and intellectual development and characteristics of their students
- Teachers know the content of their subjects and curriculum
- They know and understand the fundamental concepts, structures and enquiry processes relevant to programs they teach
- Teachers understand what constitutes effective, developmentally appropriate strategies in their learning and teaching programs and use this knowledge to make the content meaningful to students
- Through their teaching practice, teachers develop students' literacy and numeracy within their subject areas
- They are also able to use Information and Communication Technology to contextualize and expand their students' modes and breadth of learning.

Professional Practice

- Teachers are able to make learning engaging and valued
- They are able to create and maintain safe, inclusive and challenging learning environments and implement fair and equitable behaviour management plans
- They use sophisticated communication techniques
- Teachers have a repertoire of effective teaching strategies and use them to implement well-designed teaching programs and lessons
- They regularly evaluate all aspects of their teaching practice to ensure they are meeting the learning needs of their students
- They interpret and use student assessment data to diagnose barriers to learning and to challenge students to improve their performance
- They operate effectively at all stages of the teaching and learning cycle, including planning for learning and assessment, developing learning programs, teaching, assessing, providing feedback on student learning and reporting to parents/carers.

Professional Engagement

- Teachers model effective learning
- They identify their own learning needs and analyse, evaluate and expand their professional learning both collegially and individually
- Teachers demonstrate respect and professionalism in all their interactions with students, colleagues, parents/carers and the community
- They are sensitive to the needs of parents/carers and can communicate effectively with them about their children's learning
- Teachers value opportunities to engage with their school communities within and beyond the classroom to enrich the educational context for students
- They understand the links between school, home and community in the social and intellectual development of their students.



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Duty Statement - continued

In addition to the responsibilities of teaching, assessment and reporting, professional learning, Teachers at Mary MacKillop College are also responsible in the areas of Catholic Identity, pastoral care, policy and administration.

Catholic Identity

- Support the Catholic ethos of the College and the Charism of the Sisters of St Joseph
- Support the liturgical dimension of the College in a variety of ways including participation in Eucharistic celebrations and through the nature of relationships developed with members of the community
- Attend whole school Eucharistic celebrations
- Attend Year Level Retreats as required.

Pastoral Care

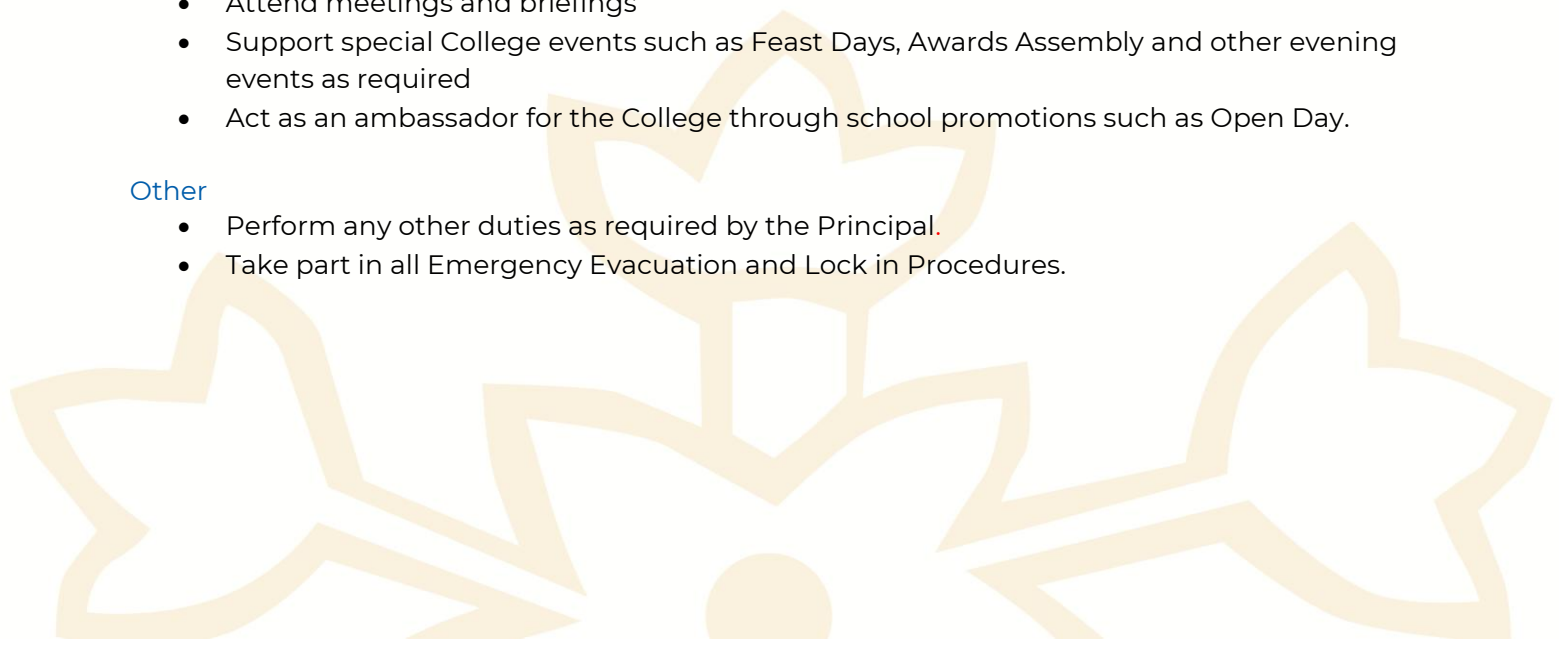
- Develop quality relationships with students by establishing a safe, supportive, challenging and optimistic learning environment where all students are accepted, respected and valued at all times
- Ensure duty of care is maintained
- Follow restorative practices in relationships with students
- Use information regarding student wellbeing in order to provide pastoral care
- Follow procedures associated with managing students at risk and in such situations, work closely with relevant members of the Pastoral Care Team
- As a member of a House be involved in activities to help foster a positive, community focused and team orientated environment.
- Attend Year Level Camps as required
- Attend Year Level, Whole School and House assemblies.

College Policy & Administration

- Support and implement College policies and the contents of the Staff Handbook
- Keep up to date with the College Calendar
- Fulfil professional obligations in terms of supervision of students in class and on yard duty
- Attend meetings and briefings
- Support special College events such as Feast Days, Awards Assembly and other evening events as required
- Act as an ambassador for the College through school promotions such as Open Day.

Other

- Perform any other duties as required by the Principal.
- Take part in all Emergency Evacuation and Lock in Procedures.





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Changes to Role Description and Duty Statement

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Professional Requirements

- Demonstrate an empathy and understanding of the Josephite tradition of the College
- Has experience or a passion to work with girls in a range of pastoral care initiatives
- Be willing to adopt and use the principles of Restorative Justice
- Be willing to adopt and use the principles of Positive Education
- Be willing to support and work effectively with the Principal and College Leadership Team
- Be able to maintain confidentiality when dealing with sensitive student issues
- Possess excellent written, interpersonal and communication skills
- Possess excellent organisation skills

Personal Requirements

- Demonstrate a passion and commitment to the mission and vision of Mary MacKillop College
- Be well presented with a professional, positive, warm and welcoming disposition
- Display empathy, enthusiasm, commitment and high level of motivation to contribute
- Demonstrate a respect for and acceptance of differences in students, parents and staff
- Able to maintain high level of confidentiality, credibility and honesty
- Flexible and able to adapt and operate effectively in a challenging and changing environment.

Values

As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Child Protection

Mary MacKillop College assures the right of every member to a safe environment. Mary MacKillop College is committed to Child Protection and protective practices. It is the responsibility of the College employee to promote safe practices and Child Protection practices.

Child-Safe Environments Responding to Abuse & Neglect: Education and Care training is a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.



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Work Health & Safety

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 & 28 WHS Act 2012

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety
- Participate in training programs as requested
- Report unsafe/unhealthy conditions (hazards) in their work environment
- Report incidents or near misses which have or could have caused injury, and
- Become familiar with and follow the policies, procedures and information about WHS available to staff.

Behavioural Expectations and Fair Treatment in the Workplace

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Acquire and Maintain:

- South Australian Teachers Registration
- SAVA Clearance to work in Catholic Education SA
- Working with Children Check (WWCC)
- Approved Responding to Abuse and Neglect training
- First Aid training
- Comply with the Catholic Education South Australia COVID-19 Vaccination Policy and Procedures (as amended or replaced)

Performance Review

The employee must undertake performance review on an annual basis. At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____