



## Position Description

**Title:** BUSINESS MANAGEMENT/ ECONOMICS TEACHER  
**Responsible to:** Domain Leader  
**Report to:** Deputy Principal – Learning and Teaching

Teachers are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.</li> <li>• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.</li> <li>• Demonstrate a capacity to integrate Church's teachings into all aspects of the curriculum.</li> <li>• Strive to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).</li> <li>• Demonstrate a strong commitment to Catholic education.</li> </ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child safe environment for students.</li> <li>• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.</li> </ul>
<b>Teaching Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>.</li> </ul>

## STATEMENT OF DUTIES

- Implementation of explicit instructional practice.
- Ability and experience to teach senior Physics, Chemistry, and junior Mathematics.
- Develop a stimulating learning environment by using a variety of effective teaching strategies and approaches to effectively implement the curriculum and cater for individual learning needs.
- Plan, develop, review, and evaluate curriculum in subject areas, working collaboratively with colleagues across both campuses.
- Maintain current knowledge of curriculum initiatives with the ability to recommend the implementation of digital learning materials to subject coordinators for the purpose of enriching the curriculum.
- Adhere to State and National course requirements including the standards of professional practice – Australian Institute for Teaching and School Leadership (AITSIL) and Victorian Institute for Teaching (VIT).
- Allow appropriate time for lesson planning and preparation of formal academic reports that conform to report writing guidelines.
- Ensure accurate recording of student attendance. Monitor the progress of each student and provide feedback on their progress.
- Implement the use of information and communications technologies to enhance learning.
- Be proficient in the use of Intellischool and use data to drive student learning outcomes.
- Develop assessment instruments in a collegial manner where whole group testing takes place.
- Contribute to the enactment of the College SIF and AAP.
- Be open to researching areas of interest relevant to directions as outlined in the SIF.
- Be an active member of a relevant professional association as duties permit and participate in the staff appraisal process via ARM.
- Support collegial learning by acting as a mentor or supervisor, supporting student teachers in consultation with Domain leaders.
- Participate in rostered duty supervision.
- Attend House and Domain meetings as scheduled, all College assemblies and liturgical celebrations, and relevant activities organised by the College.
- Commit to ongoing professional development and continued development of ICT skills.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain current first aid training including managing treatment for asthma, anaphylaxis, and diabetes.

<b>STATEMENT OF DUTIES</b>	
	<ul style="list-style-type: none"> <li>• Other duties requested by the Principal.</li> </ul>
<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism.</li> <li>• Demonstrated understanding of the Church’s teachings and the staff members role in the mission of the Church.</li> <li>• Demonstrated capacity to integrate the Church’s teachings into all aspects of curriculum.</li> <li>• Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).</li> <li>• Demonstrated strong commitment to Catholic education.</li> </ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of child safety.</li> <li>• Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.</li> <li>• Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.</li> <li>• Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.</li> </ul>
<b>Teaching Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability and experience to teach senior Physics and Chemistry, including Junior Mathematics.</li> <li>• Bachelor of Education or relevant tertiary qualification.</li> <li>• Accreditation to teach in a Catholic school (or working towards accreditation).</li> <li>• At least 2 years full time teaching experience.</li> <li>• A strong commitment to Catholic education.</li> <li>• Demonstrated ability to develop and maintain professional and caring relationships with students, parents/carers, and colleagues.</li> <li>• Demonstrated ability to create an engaging, educational, and challenging learning environment that caters for the needs of all students.</li> <li>• An eagerness to learn.</li> <li>• An enthusiasm to implement a differentiated curriculum and use modern technology to support student learning.</li> </ul>

## STATEMENT OF DUTIES

- Demonstrated passion for learning, with the ability to share with others.
- Demonstrated experience in leading best practice in the management of people and resources to successfully lead change.
- Demonstrated strong interpersonal, oral, and written skills in the context of relating to students, staff, parents and guardians, College support groups and members of the community.
- Demonstrated ability to think strategically and plan for innovation.
- Demonstrated experience in the use of ICT to improve student outcomes and build capacity.
- Demonstrated evidence of a commitment to ongoing professional development.
- Demonstrated professional and collegiate relationships with colleagues.

### **Essential:**

- Current VIT registration.
- Current Mandatory Reporting Certificate.
- Suitable Visa qualifications.